

Call-up Against a Standing Offer
Commande subséquente à une offre à commandes

Page:

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To: - A: Fast Track Staffing Inc. 202C-1960 Scott St OTTAWA ON K1Z 8L8 CANADA			Originator - Initiateur (IE) ADM(IE) COS		Standing Offer Number - No d'Offre à commandes E60ZT-120001/802/ZT		Order No. N° de la demande W6837 - 4501641568	
			Contact - Personne-ressource Cindy McLEOD cindy.mcleod@forces.gc.ca		Amendment Date/ Time Date de la modification/ Heure 2017.10.23 15:14:47 Amend./modif. 001		Previous Value - Valeur précédente	
							Order date - Date de la demande Y/A M D/J 2017.10.23	
Vendor No. - N° du fournisseur 1399797	Vendor Tel. No. N° du Tél. du fournisseur 613-695-9800	Vendor Fax. No. N° de télécop. du fournisseur 613-482-5000	Tel. No - N° du Tél. 613-971-7044	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé		Date required Demandé pour le ** See items **

Item No. Article n°	Description	GSIN NIBS	U of P U d'A	Quantity Quantité	Unit Price Prix unitaire	Ext. Price Prix prévu
00001	HR Consulting Gross Price 1.00 CAD 1 EA 21,750.00 HST Tax 13.000 % 2,827.50	G102A	EA	21,750	1.00	21,750.00

To the supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.

Au fournisseur: Votre offre à commandes, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes : Vous devez fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.

Security: This call-up includes security provisions.

If yes, an SRCL shall accompany all PWGSC call-ups.

Sécurité: Cette commande comprend des exigences en matière de

sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC.

No/Non ☒

Yes/Oui ☐

FOB - FAB
FOB Ottawa

Amount - Montant / CAD
21,750.00

Terms of payment - Modalités de paiement

Payable in 30 days net

T. taxes / CAD
HST/GST 2,827.50

QST 0.00

T. Amount - Montant T. / CAD
24,577.50

Pursuant to subsection 32(1) of Financial Administration Act, funds are available.
En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.

Delivery Address - Adresse de livraison
(Unless specified differently above - Sauf indication contraire ci-haut)

ADM(IE)
101 Colonel By Drive
OTTAWA ON K1A 0K2
CANADA


Invoicing address - Adresse de facturation
Invoices - Original and two copies are to be made out and sent to
Factures - Remplir et envoyer l'original et deux copies à

DEPT OF NATIONAL DEFENCE
ADM IE
Infrastructure and Environment
OTTAWA ON K1A 0K2
CANADA

 23 Oct 17
Signature (Mandatory - Obligatoire) Date

Approved for the Minister

Approuvé pour le Ministre

 23 Oct 17
Signature (Mandatory - Obligatoire) Date



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**DND CONTRACTING
AUTHORITY/AUTORITÉ
CONTRACTANTE DU MND**


National Defence Headquarters
ADM (IM)/COS/DIMCBM
101 Colonel By Drive
Ottawa ON
K1A 0K2

CONTRACT-CONTRAT

Your proposal is accepted to sell Her Majesty the Queen in right of Canada. In accordance with the terms and conditions set out herein, and on any attached sheets at the price or prices set out therefor.

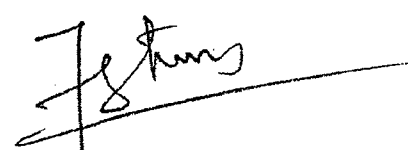
Nous acceptons votre proposition de vendre à sa Majesté la reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes. Les articles énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix-indiqué(s).

Name and Address of Contractor
Nom et adresse de l'entrepreneur


Authorized Signature

PBN: 868143959PG0001

Joanne Villeneuve Inc.
Attn: Joanne Wilson
1203 - 1081 Ambleside Drive
Ottawa, ON K2B 8C8
Tel: (613) 829-8343
joannewilson113@gmail.com

Title/Titre: Strategic HR and Workforce Advisor		Contract No. - No. de contrat W3330-18-162	
Date of Contract - Date du contrat 06-OCT-2017			
Client Reference No. (optional) - N° de référence du client (facultatif)			
Financial Code(s) - Code(s) financier(s) FR: 13330DA005			
Destination Department of National Defence, ADM(IM)/COS/DIMCBM 101 Colonel By Drive Ottawa, ON K1A 0K2			
Invoices - Original must be completed and sent to: Factures - La facture originale doit être remplie et envoyée à : Department of National Defence Shahid Daudji DND - Headquarters 101 Colonel By Dr. Ottawa ON K1A 0K2 Tel: 613-410-2573 Email: DND.ADMIMProcurement-ApprovisionnementSMAGI.MDN@forces.gc.ca			
Address inquiries to: - Adresser toute demande de renseignements à : National Defence Headquarters 101 Colonel By Dr. Ottawa ON K1A 0K2 Att: Shahid Daudji Tel: 613-410-2573 Email: DND.ADMIMProcurement-ApprovisionnementSMAGI.MDN@forces.gc.ca			
Telephone No. - N° de téléphone 613-410-2573		FAX No - N° de fax	
Total cost (including all applicable duty, GST/HST, shipping and excise taxes) Coût total (droits, TPS/TVH, frais de livraison et taxes d'accise compris) \$22,000 + HST \$2,860 = \$24,860 CAD			
For the Minister - Pour le Ministre 			

Canada

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**CONTRACT AGAINST SUPPLY ARRANGEMENT E60ZT-120001/568/ZT
FOR THE DEPARTMENT OF NATIONAL DEFENCE**

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the medium complexity template used for the bid solicitation template, which is set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

2. Security Requirement

Security Requirement for Canadian Supplier: PWGSC File #Common-PS SRCL#6 - Annex C

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b. *Industrial Security Manual* (Latest Edition).

3. Statement of Work

SACC Manual clauses **B4007C (2014-06-26)** – Statement of Work – Contract

The Work to be performed is detailed under Annex A - Statement of Work.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

4.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.



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5. Term of Contract

5.1 Period of the Contract

SACC Manual clauses **A9022C (2007-05-25)** – Period of the Contract

The Work is to be performed from contract award date to 29 December 2017.

Extension of the period of the contract can be granted for the completion of the deliverables, but extension that will increase the value of the contract shall not be granted.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Festus Abitoye
Title: Procurement Team Lead
Organization: Department of National Defence (DND)
Address: 101 Colonel By Drive, Ottawa ON K1A 0K2
Telephone: 613-960-9821
E-mail address: DND.ADMIMProcurement-ApprovisionnementSMAGI.MDN@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: Shaahid Daudji
Title: Procurement and Contracting Specialist
Organization: Department of National Defence (DND)
Address: 101 Colonel By Drive, Ottawa ON K1A 0K2
Telephone: 613-410-2573
E-mail address: DND.ADMIMProcurement-ApprovisionnementSMAGI.MDN@forces.gc.ca

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

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6.3 Technical Authority

The Technical Authority for the Contract is:

Name: Steve Virgin
Title: Director, DIMCBM
Organization: Department of National Defence (DND)
Address: 101 Colonel By Drive, Ottawa ON K1A 0K2
Telephone: 613-945-7018
E-mail address: Steve.Virgin@forces.gc.ca

The Technical Authority is the DND/CAF representative for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with this Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.4 Contractor's Representative

The representative for the Contract is:

Name: Joanne Wilson
Organization: Joanne Villeneuve Inc.
Telephone: 613-996-7334
E-mail address: joannewilson113@gmail.com

7. Payment

7.1 Basis of Payment - Limitation of Expenditure (2017-08-17) C0206C

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$22,000. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$22,000 custom duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

8. Invoicing Instructions

SACC Manual clause **H5001C (2008-12-12)** – Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

By submitting the invoice the Contractor is certifying that services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

The Contractor must provide an electronic copy of the invoice to:

Attn: Shaahid Daudji

DND.ADMIMProcurement-ApprovisionnementSMAGI.MDN@forces.gc.ca

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the DND Contract ;
- b. **2010B (2016-04-04)** General Conditions – Professional Services (Medium Complexity)
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;

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12. Defence Contract

SACC Manual clauses **A9006C (2012-07-16)** – Defence Contract

13. Travel and Living

There is no travel and living costs associated with this contract.

14. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

15. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

16. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

17. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be

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acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

18. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



Annex A

STATEMENT OF WORK – Strategic HR and Workforce Advisor

1. BACKGROUND

- 1.1. The IM Group in DND is working toward a more centralized and strategic workforce management model. The ADM and senior leadership recently conducted a strategic development session and have committed to a key line of effort in their strategic plan that will see a more robust approach to management of the military and civilian workforce which numbers almost 3500 people.
- 1.2. The IM Group in DND is committed to building a strategic workforce plan that will include community management, forecasting and staffing, talent management and succession planning, employee wellness, and an integrated approach.
- 1.3. As the Director, my directorate must deliver on the senior leadership vision to have a more centralized and better managed workforce. The current team has limited expertise, reduced capacity due to the departure of employees, and insufficient depth and experience to build the strategic plan and products necessary to achieve the objectives of the Group.

2. OBJECTIVE

- 2.1. The contracted services will assist the director in the development of the detailed strategic plan as well as build products (including strategies, organizational structures, work descriptions) to provide oversight of the workforce. This resource will also assist the Project Authority by identifying resourcing options.
- 2.2. The objective is to build a framework, work with stakeholders, and deliver a strategic work plan to assist the IM Group in a more centralized and better managed workforce.

3. SCOPE

- 3.1. The contractor will work with all Divisions to identify gaps and needs. The contractor will analyse the workforce and develop strategies to grow the workforce including Employment Equity, Diversity, and community management and will propose the organization needed for steady state management in 2018.
- 3.2. The broad activities will include consultation with all stakeholders, conducting organizational analysis, developing models for consideration, strategic objectives for the organization, methodologies to staff and recruit and retain employees.
- 3.3. The contractor will have to review the current workforce, the future workforce, and develop a strategy to build a stronger HR / workforce section in the IM Group.

4. APPLICABLE DOCUMENTS

Not Applicable.

CONSTRAINTS

- 4.1. The contractor's work will be conducted during the normal routine work day in DND, the contractor will be permitted to work off the main premises to consolidate data and design plans.
- 4.2. Constraints include:
 - (a) The normal place of work will be in NDHQ Ottawa in the main DND building.

-
- (b) The contractor will be required to visit with the various organizations that make up the IM Group in DND, all locations are in the National Capital Region.

5. TECHNICAL ENVIRONMENT

- 5.1. The contractors will need to analyze and build excel spread sheets with the current and future workforce disposition. The contractor will need to present solutions using the normal MS office list of products.

6. TASKS AND DELIVERABLES

- 6.1. The contractor must perform the following tasks:

- (a) Analyze the current workforce management structure in DIMCBM
- (b) Analyze the current workforce of the Information Management Group in DND
 - 6.1.b.1. Identify gaps, shortages, and determine group and level needs for the next three years
 - 6.1.b.2. Provide a consolidated list of priorities from the divisions in the Group
 - 6.1.b.3. Provide a recommended staffing approach given priorities and capacity of DIMCBM, the IM Group and ADM HR Civ.
 - 6.1.b.4. Provide a system for a more robust talent management and succession planning framework
 - 6.1.b.5. Identify public service employee positions to be created to align to the proposed structure once approved by the director
- (c) Assist Section heads in staffing the positions.
- (d) Provide strategic HR and Workforce advice to the Director
- (e) Develop a subordinate strategy to engage and hire more students
 - 6.1.e.1. Determine the organization's needs and identify student opportunities within the organization.
- (f) Conduct an analysis of the attrition in the IM Group
 - 6.1.f.1. Determine the annual intake to keep up with attrition
 - 6.1.f.2. Develop strategies to improve retention
 - 6.1.f.3. Develop strategies to promote the IM Group as an attractive place to work.

- 6.2. Deliverables:

- (a) An organizational construct for the HR Workforce management section for DIMCBM;
- (b) The gap analysis by group and level;
- (c) A talent management and succession planning framework;

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7. REPORTING REQUIREMENTS

- 7.1. The Contractor must provide a financial status report, to be included with the monthly invoice, which must contain, at a minimum, the following information:
- (a) Contract Number;
 - (b) Start Date;
 - (c) End Date;
 - (d) Amount Spent on Services;
 - (e) GST/HST;
 - (f) Total Spent;
 - (g) Funds Remaining in the Contract;
- 7.2. A monthly progress report must be completed by the Contractor and submitted to the Technical Authority at the beginning of the following month, with a copy to accompany the monthly invoice. At a minimum, each progress report must document the following information:
- (a) All significant activities performed in the period covered that may impact the performance of the Work;
 - (b) Status of any outstanding activities that may extend beyond normal timelines;
 - (c) Description of any problems encountered which will require attention or escalation; and
 - (d) Any recommendations to update procedures.
- 7.3. All reports must be provided in one (1) hard copy and one (1) soft copy, in a format acceptable to the Technical Authority. The soft copy must be compatible with Microsoft Office suite

8. LANGUAGE REQUIREMENTS

- 8.1. The contractor must be fluent in both official languages of Canada (French and English). Fluent means that the individual must be able to communicate orally and in writing without any assistance and with minimal errors.

9. LOCATION OF WORK

- 9.1. All work must be completed at DND facilities within the National Capital Region (NCR), primarily at NDHQ at 101 Colonel By Drive, Ottawa. DND will provide a work space and computer.

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s.20(1)(b)
s.20(1)(c)

Annex B

BASIS OF PAYMENT

Upon acceptance of deliverables by the Technical Authority, the Contractor will be paid the all-inclusive rate below in the performance of this Contract. All applicable taxes are extra.

Item ID	Description	Level of Effort	Rate	Amount
1	Strategic HR and Workforce Advisor	Days		\$ 22,000
Total				\$ 22,000

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Annex C

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Gouvernement
du Canada

Contract Number / Numéro du contrat W3330-18-162
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction DIMCEN	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Strategic HR and Workforce Advisor		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Buyer ID - Id de l'acheteur
868143959PG0001

File No. - N° du dossier
W3330-18-162

COMMON-PS-SRCL#0



Gouvernement
du Canada

Contract Number / Numéro du contrat W3330-18-162
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PART A (continued) / PARTIE A (suite)	
6. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? (Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.)	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
8. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRES SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRES SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRES SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation d'accès peut-il se voir confier des parties du travail? (If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?)	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-403(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

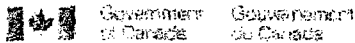
Canada

8

Buyer ID - Id de l'acheteur
868143959PG0001

File No. - N° du dossier
W3330-18-162

COMMON-PS-SROL#8



Contract Number / Numéro du contrat W3330-18-162
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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		INFO					COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMINT TOP SECRET / COMINT TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
										A	B	C				
Information / Avertissement																
Technical / Technique																
IT / IT																
Other / Autre																

12. a) Is the description of the work contained within this SROL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SROL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

FBS/ECT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Buyer ID - Id de l'acheteur
868143959PG0001

File No. - N° du dossier
W3330-18-162

COMMON-PS-SRDL#6



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat W3330-18-162
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres majuscules) S. Vignier	Title - Titre Director	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 613-998-7283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel STACE.VIGNIER@FORCES.gc.ca	Date 23/1/17
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules) Lippy Graham - DSSO - Industrial Security	Signature <i>[Signature]</i>		
Senior Security Analyst			
Telephone No. - N° de téléphone 613-998-8283	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: lippy.graham@forces.gc.ca	Date 03 OCT 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules) SHAHID DAUDJI	Title - Titre PROCUREMENT & CONTRACTING SPECIALIST	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone 613-410-2573	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Shahid.Daudji@forces.gc.ca	Date OCT 05, 2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)	Title - Titre	Signature Saumur, Jacques O	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer
Contracts Security Division / Division des contrats sécurité /
Contract Security Program / Programme de sécurité des contrats /
Public Services and Procurement Canada / Services publics et Approvisionnement Canada
Jacques.Saumur@psgc-pwsc.gc.ca
Telephone / Téléphone 613-946-1732
Persimile / Télécopieur 613-946-1712

TBS/SCT 330-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



These Articles of Agreement are made as of the 17th day of October 2017 between

Her Majesty the Queen in right of Canada (referred to in the agreement as "Her Majesty" represented by the Minister of National Defence (referred to in the agreement as "the Minister")

and **Dr. Michael Byers**

FINANCIAL CODING

Commitment number: D2308ADVL3

GL: 4613

michael.byers@ubc.ca

(referred to in the agreement as the Speaker).

Her Majesty and the Speaker agree as follows:

A1 Agreement

- 1.1 The following documents and any amendments relating thereto form the agreement between her Majesty and the Speaker:
 - 1.1.1 these Articles of Agreement;
 - 1.1.2 the document 2010B (2012/03/02), found at internet site (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/6>) (by inserting '2010B' in Clause ID), entitled "General Conditions – Professional Services";
 - 1.1.3 the document attached hereto as Appendix "1" and entitled "Terms of Payment", referred to herein as the Terms of Payment;
 - 1.1.4 the document attached hereto as Appendix "2" and entitled "Statement of Work", referred to herein as the Statement of Work.
- 1.2 In the event of discrepancies, inconsistencies, or ambiguities of the wording of these documents, the wording of the document that first appears on the above list shall prevail over the wording of a document subsequently appearing on the list.

A2 SECURITY – FOR OFFICIAL USE ONLY

- 2.1 This requirement is For Official Use Only and no classified information is involved.

FOR OFFICIAL USE ONLY



A3 Date of Completion of Work and Description of Work

- 3.1 The Speaker shall between the date of these Articles of Agreement and the 31st day of October 2017, perform and complete with care, skill, diligence, and efficiency the work that is described in the Statement of Work.

A4 Agreement Amount

- 4.1 Subject to the terms and conditions of this Agreement and in consideration for the performance of the work, Her Majesty shall pay to the Speaker:

- 4.1.1 **A fixed rate lump sum of \$2,446.15 (CAD) will be paid as a professional services fee (please see section TP2 of this Agreement for Tax Treatment of Non-Residents).** The Speaker is solely responsible for covering all travel expenses from the fixed rate lump-sum professional services fee provided. Actual costs will not be reimbursed, nor will any other potential expenses that may exceed the fixed rate lump-sum.

**The default method of payment for services rendered to the Department of National Defence is via wire transfer to the Speaker's bank account. The Speaker is instructed to complete the attached wire transfer information sheet upon acceptance of these Articles of Agreement and return it to the Project Technical Authority.*

- 4.2 In accordance with Section 33 of the *Financial Administration Act*, payment under the Agreement is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment.

A5 Appropriate Law

- 5.1 This Agreement shall be governed by and construed in accordance with the laws in force in the province of Ontario.

A6 Departmental Representative

- 6.1 The Project/Technical Authority named below is the representative of the Department of National Defence for whom the Work is being carried out under the Agreement and is responsible for defining all matters concerning the technical content of the Work under the Agreement. Technical matters may be discussed with the Project/Technical Authority, however the Project/Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through an Agreement amendment issued by the Contracting Authority.

Technical Authority: Caitlin Barratt, Policy Officer, Directorate of Strategic Coordination and Outreach,
613-995-2941

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- 6.2 The Contracting Authority below must authorize any changes to the Agreement in writing. The Speaker must not perform work in excess of or outside the scope of the Agreement based on verbal or written requests or instructions from anybody other than the Contracting Authority.

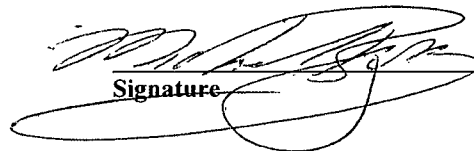
Contracting Authority: Aaron Hywarren, Director Strategic Coordination and Outreach, 613-992-5901

6.3 Project Authority

The Project Authority is Aaron Hywarren, Director Strategic Coordination and Outreach. The Project Authority is responsible for providing overall direction, monitoring progress and reviewing and accepting the quality of services provided.

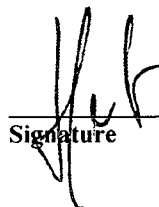
This Agreement has been executed on behalf of the Speaker and on behalf of Her Majesty the Queen in right of Canada by their duly authorized officers.

Dr. Michael Byers

 31 Oct 2017
Signature Date

FOR HER MAJESTY

Aaron Hywarren
Director, Strategic Coordination and Outreach
Department of National Defence
Tel. 613-992-5901

 31 Oct 2017
Signature Date

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Appendix 2



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SC1 Conflict of Interest

(Contracts with Companies)

- 1.1 It is a term of the Contract that no person who is not in compliance with the provisions of the Conflict of Interest and Post-employment Code for Public Office Holders, the Values and Ethics Code for the Public Service, the Defence Administrative Orders and Directives governing Conflict of Interest and Post-Employment, or any other conflict of interest or post-employment code issued by Canada as any of these may be amended from time to time, shall derive any direct benefit from this Contract.

SC2 Canadian Labour and Materials

- 2.1 The Speaker shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

SC3 Cancellation

- 3.1 The Crown may, by giving two (2) calendar days written notice, cancel and terminate this Article of Agreement, in whole or in part, without additional cost to the Crown.

SC4 Criminal Code of Canada

- 4.1 The *Criminal Code of Canada*, Section 748, Sub-Section 3 prohibits anyone who has been convicted of an offence under:

- Section 121; Frauds upon the Government;
- Section 124, Selling or Purchasing Office; or
- Section 418, Selling Defective Stores to Her Majesty,

from holding public office, contracting with the government or receiving a benefit from a government contract.

SC5 Lump Sum Payment - Work Force Reduction Programs

- 5.1 It is the term of the contract that the contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program, the Forces Reduction Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- 5.2 That the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based and;
- 5.3 That the Contractor has informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-9, of 28 July 1995.

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TP1 Method of Payment

- 1.1 Payment by Her Majesty shall be made within thirty (30) days following the delivery and acceptance of all deliverables, according to the terms of the Agreement.
- 1.2 If Her Majesty has any objection following the delivery of the deliverables, within fifteen (15) days of its receipt, She shall notify the Speaker of the nature of the objection. Failure by Her Majesty to act within fifteen (15) days will only result in the date specified in paragraph (1.1) of the clause to apply for the sole purpose of calculating interest on overdue accounts.

TP2 Appropriation

- 2.1 It is a term of this Agreement that payment under this Agreement is subject to there being an appropriation for the particular requirement for the fiscal year in which any commitment under this Agreement would come in course of payment.

TP3 GST/HST

- 3.1 All prices and amounts of money in the Agreement are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 3.2 The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Speaker agrees to remit to Canada Customs and Revenue Agency any amounts of GST and HST paid or due.

TP4 Self-Employed Independent Contractor - T4A Requirement

- 4.1 Pursuant to para 221 (I) (D) of the *Income Tax Act*, self-employed independent Contractors are required to provide their social insurance number (SIN) for the purpose of raising T4As to report fees, commissions or other amounts paid for their services.

TP5 Tax Treatment of Non-Residents Who Perform Services in Canada

- 5.1 Pursuant to Paragraph 153(1)(g) of the *Income Tax Act*, 1985, of Canada (the Act) and subsection 105(1) of the *Income Tax Regulations* (Regulation 105) are the authority to withhold tax on fees, commissions, and other amounts paid to non-residents of Canada, other than employees, for services rendered in Canada. The rate of withholding is 15% of the gross amount paid. The remitting requirements for the Regulation 105 withholding tax are outlined under subsection 108(1) of the Regulations (Regulation 108). The only alternative to the requirements of Regulation 108 is for the non-resident to obtain a waiver (<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/r105.html>), or a reduction in the withholding tax. If the payer has not obtained written notification from Canada Customs and Revenue Agency, the required withholding tax is mandatory.

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TP6 Payment

- 6.1 Payment by Her Majesty to the Speaker for the work shall be made within thirty (30) days following the delivery and acceptance of all deliverables.

Review and acceptance of the services provided will be performed by:

Aaron Hywarren, Director Strategic Coordination and Outreach, 613-992-5901

6.2 Basis of Payment – Fixed Rate

See section 4.1.1

TP7 Supplemental Instructions

- 7.1 Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, payments made by departments and agencies under applicable services Agreements (including Agreements involving a mix of goods and services) must be reported on a T4-A or T4-ANR supplementary slip. To comply with this requirement, Speakers are required to provide the following information:

- a) the legal name of the entity or individual, as applicable, i.e., the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;
- b) the status of the Speaker, i.e., individual, partnership, unincorporated business, or corporation;
- c) for individuals, partnerships and unincorporated businesses, the Speaker's SIN and, if applicable, the BN or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;
- d) for corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown; and,
- e) the following certification signed by the Speaker or an authorized officer.

"I certify that I have examined the information provided above, including the legal name, address, and Revenue Canada identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Speaker."

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STATEMENT OF WORK

To participate as a guest speaker in our event on 31st day of October 2017 at National Defence Headquarters in Ottawa, Ontario, and to provide a five (5) minute summary presentation which will be filmed and distributed internally to the Defence Team; a 45-minute presentation on IS external operations and counterterrorism measures; and a 30-45-minute question and answer discussion with officials and executives from the Department of National Defence, the Canadian Armed Forces, and other invited government participants.

1. Introduction

The Defence Team requires cutting-edge expertise to support its response to the myriad of security challenges facing Canada. As a result, outside expertise is necessary to confirm or challenge our thinking, and also to highlight issues that require more attention. Through the Defence Engagement Program, the Defence Team obtains timely and multi-disciplinary insight by directly engaging experts on security and defence issues.

2. Scope

The expert briefing will examine IS external operations and patterns, effective counterterrorism measures, and conclude by identifying pertinent conclusions for the Department of National Defence and its Whole-of-Government partners.

3. Objectives

The requirement under this Statement of Work is to provide one (1) briefing, one (1) five-minute filmed summary overview, and potentially one (1) roundtable discussion, and /or two (2) office visits. The briefing will consist of the following topics:

- China's interest in the Northwest Passage and the opportunities created for Canada;
- The similarities and differences between Canada's Arctic disputes and those of China in the South China Sea and Hainan Strait;
- A minimum three views and/or key points directly related to Canada and/or DND/CAF.

4. Methodology

The Speaker will lead one briefing: a 45-minute presentation followed by a 30-45-minute follow-up Q&A discussion at NDHQ attended by Government of Canada defence, security and/or foreign affairs analysts. The Speaker will also be available for one roundtable discussion at NDHQ, and up to two office calls, if required. In addition, the Speaker will lead a five (5) minute summary presentation on their topic.

The 45-minute briefing at NDHQ shall:

- a) occur in a press conference room with a maximum of 60 people;
- b) cover the Statement of Work – "Objectives."

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The 30-45-minute follow-up Q&A discussion at NDHQ shall:

- a) not be filmed nor published;
- b) be carried out in accordance with the "Chatham House Rule" in that the participants and the Speaker will be free to use the information gained during discussion/questions; however, discussion/questions will not be for attribution.

The five minute presentation at NDHQ shall:

- a) be filmed and published on the DND/CAF intranet (as part of the Defence Video Library);
- b) cover the Statement of Work – "Objectives."

The roundtable discussion at NDHQ with DND/CAF officials shall:

- a) occur in a conference room with a maximum of 25 people;
- b) if required, include senior government officials.

The office visit(s) at NDHQ with DND/CAF officials shall:

- a) occur in an office with a maximum of 10 people;
- b) if required, include senior government officials.

The decision to proceed is at Her Majesty's sole discretion.

5. Acceptance

The delivery of the expert briefing to the satisfaction of the Project Authority shall constitute acceptance.

6. Deliverables

Preparation of the expert briefing will be conducted:

- a) Between the date of signature of the Agreement and 17th day of October 2017.

Delivery of the expert briefing will be conducted:

- a) On 31st day of October 2017, in Ottawa, Ontario, Canada.

7. Milestones

Delivery of the expert briefing: 31st day of October 2017.

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Completion: No later than 16:00 on 31st day of October 2017.

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These Articles of Agreement are made as of the 12th day of October 2017 between

Her Majesty the Queen in right of Canada (referred to in the agreement as "Her Majesty" represented by the Minister of National Defence (referred to in the agreement as "the Minister")

and **Dr. R. Kim Cragin**
Institute for National Strategic Studies
National Defense University

FINANCIAL CODING
Commitment number: D2308ADVL2
GL: 4613

kim.cragin.civ@ndu.edu

(referred to in the agreement as the Speaker).

Her Majesty and the Speaker agree as follows:

A1 Agreement

1.1 The following documents and any amendments relating thereto form the agreement between her Majesty and the Speaker:

1.1.1 these Articles of Agreement;

1.1.2 the document 2010B (2012/03/02), found at internet site (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010B/6>) (by inserting '2010B' in Clause ID), entitled "General Conditions – Professional Services";

1.1.3 the document attached hereto as Appendix "1" and entitled "Terms of Payment", referred to herein as the Terms of Payment;

1.1.4 the document attached hereto as Appendix "2" and entitled "Statement of Work", referred to herein as the Statement of Work.

1.2 In the event of discrepancies, inconsistencies, or ambiguities of the wording of these documents, the wording of the document that first appears on the above list shall prevail over the wording of a document subsequently appearing on the list.

A2 SECURITY – FOR OFFICIAL USE ONLY

2.1 This requirement is For Official Use Only and no classified information is involved.

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**Articles of Agreement
Other Professional Services
ADMPOL-COORD-2017**

A3 Date of Completion of Work and Description of Work

- 3.1 The Speaker shall between the date of these Articles of Agreement and the 18th day of October 2017, perform and complete with care, skill, diligence, and efficiency the work that is described in the Statement of Work.

A4 Agreement Amount

- 4.1 Subject to the terms and conditions of this Agreement and in consideration for the performance of the work, Her Majesty shall pay to the Speaker:

- 4.1.1 **A fixed rate lump sum of \$2,011.30 (CAD) will be paid as a professional services fee (please see section TP2 of this Agreement for Tax Treatment of Non-Residents).** The Speaker is solely responsible for covering all travel expenses from the fixed rate lump-sum professional services fee provided. Actual costs will not be reimbursed, nor will any other potential expenses that may exceed the fixed rate lump-sum.

**The default method of payment for services rendered to the Department of National Defence is via wire transfer to the Speaker's bank account. The Speaker is instructed to complete the attached wire transfer information sheet upon acceptance of these Articles of Agreement and return it to the Project Technical Authority.*

- 4.2 In accordance with Section 33 of the *Financial Administration Act*, payment under the Agreement is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment.

A5 Appropriate Law

- 5.1 This Agreement shall be governed by and construed in accordance with the laws in force in the province of Ontario.

A6 Departmental Representative

- 6.1 The Project/Technical Authority named below is the representative of the Department of National Defence for whom the Work is being carried out under the Agreement and is responsible for defining all matters concerning the technical content of the Work under the Agreement. Technical matters may be discussed with the Project/Technical Authority, however the Project/Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through an Agreement amendment issued by the Contracting Authority.

Technical Authority: Caitlin Barratt, Policy Officer, Directorate of Strategic Coordination and Outreach,
613-995-2941

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- 6.2 The Contracting Authority below must authorize any changes to the Agreement in writing. The Speaker must not perform work in excess of or outside the scope of the Agreement based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Contracting Authority: Aaron Hywarren, Director Strategic Coordination and Outreach, 613-992-5901

6.3 Project Authority

The Project Authority is Aaron Hywarren, Director Strategic Coordination and Outreach. The Project Authority is responsible for providing overall direction, monitoring progress and reviewing and accepting the quality of services provided.

This Agreement has been executed on behalf of the Speaker and on behalf of Her Majesty the Queen in right of Canada by their duly authorized officers.

Dr. R. Kim Cragin
Institute for National Strategic Studies
National Defense University

kim.cragin.civ@ndu.edu

10/20/17

Signature

Date

FOR HER MAJESTY

Aaron Hywarren
Director, Strategic Coordination and Outreach
Department of National Defence
Tel. 613-992-5901

Signature

120817
Date

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Appendix 1



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SC1 Conflict of Interest

(Contracts with Companies)

- 1.1 It is a term of the Contract that no person who is not in compliance with the provisions of the Conflict of Interest and Post-employment Code for Public Office Holders, the Values and Ethics Code for the Public Service, the Defence Administrative Orders and Directives governing Conflict of Interest and Post-Employment, or any other conflict of interest or post-employment code issued by Canada as any of these may be amended from time to time, shall derive any direct benefit from this Contract.

SC2 Canadian Labour and Materials

- 2.1 The Speaker shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

SC3 Cancellation

- 3.1 The Crown may, by giving two (2) calendar days written notice, cancel and terminate this Article of Agreement, in whole or in part, without additional cost to the Crown.

SC4 Criminal Code of Canada

- 4.1 The *Criminal Code of Canada*, Section 748, Sub-Section 3 prohibits anyone who has been convicted of an offence under:

- Section 121, Frauds upon the Government;
- Section 124, Selling or Purchasing Office; or
- Section 418, Selling Defective Stores to Her Majesty,

from holding public office, contracting with the government or receiving a benefit from a government contract.

SC5 Lump Sum Payment - Work Force Reduction Programs

- 5.1 It is the term of the contract that the contractor has declared to the Departmental Representative whether the Contractor has received a lump sum payment made pursuant to any work force reduction program, including but not limited to the Work Force Adjustment Directive, the Early Departure Incentive Program, the Early Retirement Incentive Program, the Forces Reduction Program or the Executive Employment Transition Program, which has been implemented to reduce the public service;
- 5.2 That the Contractor has informed the Departmental Representative of the terms and conditions of that work force reduction program, pursuant to which the Contractor was made a lump sum payment, including the termination date, the amount of the lump sum payment and the rate of pay on which the lump sum payment was based and;
- 5.3 That the Contractor has informed the Departmental Representative of any exemption in respect of the abatement of a contract fee received by the Contractor under the Early Departure Incentive Program Order or paragraph 4 of Policy Notice 1995-9, of 28 July 1995.

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Appendix 1



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Terms of Payment
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TP1 Method of Payment

- 1.1 Payment by Her Majesty shall be made within thirty (30) days following the delivery and acceptance of all deliverables, according to the terms of the Agreement.
- 1.2 If Her Majesty has any objection following the delivery of the deliverables, within fifteen (15) days of its receipt, She shall notify the Speaker of the nature of the objection. Failure by Her Majesty to act within fifteen (15) days will only result in the date specified in paragraph (1.1) of the clause to apply for the sole purpose of calculating interest on overdue accounts.

TP2 Appropriation

- 2.1 It is a term of this Agreement that payment under this Agreement is subject to there being an appropriation for the particular requirement for the fiscal year in which any commitment under this Agreement would come in course of payment.

TP3 GST/HST

- 3.1 All prices and amounts of money in the Agreement are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 3.2 The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Speaker agrees to remit to Canada Customs and Revenue Agency any amounts of GST and HST paid or due.

TP4 Self-Employed Independent Contractor - T4A Requirement

- 4.1 Pursuant to para 221 (I) (D) of the *Income Tax Act*, self-employed independent Contractors are required to provide their social insurance number (SIN) for the purpose of raising T4As to report fees, commissions or other amounts paid for their services.

TP5 Tax Treatment of Non-Residents Who Perform Services in Canada

- 5.1 Pursuant to Paragraph 153(1)(g) of the *Income Tax Act*, 1985, of Canada (the Act) and subsection 105(1) of the *Income Tax Regulations* (Regulation 105) are the authority to withhold tax on fees, commissions, and other amounts paid to non-residents of Canada, other than employees, for services rendered in Canada. The rate of withholding is 15% of the gross amount paid. The remitting requirements for the Regulation 105 withholding tax are outlined under subsection 108(1) of the Regulations (Regulation 108). The only alternative to the requirements of Regulation 108 is for the non-resident to obtain a waiver (<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/r105.html>), or a reduction in the withholding tax. If the payer has not obtained written notification from Canada Customs and Revenue Agency, the required withholding tax is mandatory.

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TP6 Payment

- 6.1 Payment by Her Majesty to the Speaker for the work shall be made within thirty (30) days following the delivery and acceptance of all deliverables.

Review and acceptance of the services provided will be performed by:

Aaron Hywarren, Director Strategic Coordination and Outreach, 613-992-5901

6.2 Basis of Payment – Fixed Rate

See section 4.1.1

TP7 Supplemental Instructions

- 7.1 Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, payments made by departments and agencies under applicable services Agreements (including Agreements involving a mix of goods and services) must be reported on a T4-A or T4-ANR supplementary slip. To comply with this requirement, Speakers are required to provide the following information:

- a) the legal name of the entity or individual, as applicable, i.e., the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;
- b) the status of the Speaker, i.e., individual, partnership, unincorporated business, or corporation;
- c) for individuals, partnerships and unincorporated businesses, the Speaker's SIN and, if applicable, the BN or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;
- d) for corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown; and,
- e) the following certification signed by the Speaker or an authorized officer.

"I certify that I have examined the information provided above, including the legal name, address, and Revenue Canada identifier, (c) or (d) as applicable, and that it is correct and complete, and fully discloses the identification of this Speaker."

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Appendix 2



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STATEMENT OF WORK

To participate as a guest speaker in our event on 18th day of October 2017 at National Defence Headquarters in Ottawa, Ontario, and to be provide a five (5) minute summary presentation which will be filmed and distributed internally to the Defence Team; a 45-minute presentation on IS external operations and counterterrorism measures; and a 30-45-minute question and answer discussion with officials and executives from the Department of National Defence, the Canadian Armed Forces, and other invited government participants.

1. Introduction

The Defence Team requires cutting-edge expertise to support its response to the myriad of security challenges facing Canada. As a result, outside expertise is necessary to confirm or challenge our thinking, and also to highlight issues that require more attention. Through the Defence Engagement Program, the Defence Team obtains timely and multi-disciplinary insight by directly engaging experts on security and defence issues.

2. Scope

The expert briefing will examine IS external operations and patterns, effective counterterrorism measures, and conclude by identifying pertinent conclusions for the Department of National Defence and its Whole-of-Government partners.

3. Objectives

The requirement under this Statement of Work is to provide one (1) briefing, one (1) five-minute filmed summary overview, one (1) roundtable discussion, and potentially two (2) office visits. The briefing will consist of the following topics:

- Patterns in external IS operations and the significance of these threats for DND/CAF members;
- Effective counterterrorism measures and their pertinence to DND/CAF members;
- A minimum three views and/or key points directly related to Canada and/or DND/CAF.

4. Methodology

The Speaker will lead one briefing: a 45-minute presentation followed by a 30-45-minute follow-up Q&A discussion at NDHQ attended by Government of Canada defence, security and/or foreign affairs analysts. The Speaker will also be available for one roundtable discussion at NDHQ, and up to two office calls, if required. In addition, the Speaker will lead a five (5) minute summary presentation on her topic.

The 45-minute briefing at NDHQ shall:

- a) occur in a press conference room with a maximum of 60 people;
- b) cover the Statement of Work – “Objectives.”

The 30-45-minute follow-up Q&A discussion at NDHQ shall:

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Statement of Work
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- a) not be filmed nor published;
- b) be carried out in accordance with the "Chatham House Rule" in that the participants and the Speaker will be free to use the information gained during discussion/questions; however, discussion/questions will not be for attribution.

The five minute presentation at NDHQ shall:

- a) be filmed and published on the DND/CAF intranet (as part of the Defence Video Library);
- b) cover the Statement of Work – "Objectives."

The roundtable discussion at NDHQ with DND/CAF officials shall:

- a) occur in a conference room with a maximum of 25 people;
- b) if required, include senior government officials.

The office visit(s) at NDHQ with DND/CAF officials shall:

- a) occur in an office with a maximum of 10 people;
- b) if required, include senior government officials.

The decision to proceed is at Her Majesty's sole discretion.

5. Acceptance

The delivery of the expert briefing to the satisfaction of the Project Authority shall constitute acceptance.

6. Deliverables

Preparation of the expert briefing will be conducted:

- a) Between the date of signature of the Agreement and 18th day of October 2017.

Delivery of the expert briefing will be conducted:

- a) On 18th day of October 2017, in Ottawa, Ontario, Canada.

7. Milestones

Delivery of the expert briefing: 18th day of October 2017.

Completion: No later than 16:00 on 18th day of October 2017.

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Public Works and Government Services Canada
 Travaux publics et Services gouvernementaux Canada

PURCHASING OFFICE - BUREAU DES ACHATS

Department of National Defence

Procurement Officer
 CANSOFCOM

CONTRACT - CONTRAT

Canada accepts your bid to provide to Canada the goods, services or both described in the Contract in accordance with the conditions and at the prices set out in the Contract.

Le Canada accepte votre soumission de fournir au Canada les biens, services ou les deux décrits dans le contrat conformément aux conditions et aux prix prévus au contrat.

**Name and Address of Contractor
 Nom et adresse de l'entrepreneur**

Excel Human Resources Inc.
 Attn: Tracey Utronkle

102 Bank Street
 Suite 300
 Ottawa, ON
 K1P 5N4

Canada

PWGSC-TPSGC 9400-4 (02/2014)

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File No. - N° de dossier W -18-KB57	
Date of Contract - Date du contrat 24 Oct 2017	
Contract No. - N° du contrat W -18-KB57	
Client Reference No. (optional) - N° de référence du client (facultatif) W -18-KB57	
Financial Code(s) - Code(s) financier(s) As per 2227	
Duty - Droits <input type="checkbox"/> Included Inlus <input checked="" type="checkbox"/> Excluded En sus	Applicable Taxes / Taxes applicables <input checked="" type="checkbox"/> Included Inlus <input type="checkbox"/> Excluded En sus
FOB - FAB As per Contract	
Destination As per Contract	
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à : As per Contract	
Address inquiries to: - Adresser toute demande de renseignements à : As per Contract	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Total estimated cost - Coût total estimatif \$85,407.66	
For the Minister - Pour le Ministre	

A0555587_1-A-2017-01492--00035

Contract Serial No W 18-KB57

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1 Security Requirements

1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of TOP SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET or TOP SECRET as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

1.3 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

2 Statement of Work

2.1 This bid solicitation is being issued for the requirement of Professional Services (Intermediate Business Process Consultant) in support of the *Department of National Defence* under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc). The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

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3.2 Supplemental General Conditions

4007 Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16) apply to and form part of the Contract.

3.3 Instructions to Contractors

SACC Manual Clause A9014C (2006-06-16), Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from contract award to

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Contact Name:

Telephone:

E-mail address: @forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is:

Contact Name:

Telephone:

E-mail address: @forces.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Contact Name: Tracey Utronkie
Telephone: (613) 230-3700 ext 1227
E-mail address: tracey@exceHR.com

s.20(1)(b)

s.20(1)(c)

s.15(1)

6 Proactive Disclosure of Contracts with Former Public Servants

Not Applicable

7 Payment

7.1 Basis of Payment

C0207C (2013-04-25) Firm Price

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment to a limitation of expenditure of **\$75,582.00**. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

	Period	All-inclusive fixed Per-Diem Rate	Volumetric Data	Total
		A	B	C = A x B
1	Period 1 – Date of Contract Award to			
1a	Intermediate Business Process Consultant		days	\$75,582.00
2	Evaluated Price (Applicable Taxes <u>Included</u>):			\$85,407.66
3	Applicable Taxes Insert the amount, as applicable:			HST:\$9,825.66

7.2 Authorized Travel and Living Expenses

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Canada will not pay any travel or living expenses associated with performing the Work.

7.3 Terms of Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7.4 Discretionary Audit

SACC Manual clause C0705C (2010-01-11),

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

8 Invoicing Instructions

3. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 4. a copy of time sheets to support the time claimed;
 5. Invoices must be distributed as follows:
 6. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9 Certifications and Additional Information

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Province of Ontario

11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4007 Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16));
- (c) the general conditions 2010B (2016-04-04);
- (d) Annex A, Statement of Work;
- (e) Annex B: Basis of Payment
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Non-disclosure Agreement
- (h) Supply Arrangement Number E60ZT-120001/194/ZT; and
- (i) the Contractor's bid dated October 19, 2017

Contract Serial No W -18-KB57

s.15(1)

12 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract, forms part of this contract.

13 Basis for Canada's Ownership of Intellectual Property

The *Department of National Defence* has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- National Security.

14 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

15 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

16 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

17 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

18 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

3. The Contractor has no obligation regarding claims that were only made because:

(a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or

(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

(a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or

(b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or

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(c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A"

STATEMENT OF WORK

INTERMEDIATE LEVEL BUSINESS PROCESS CONSULTANT

1.0 GENERAL

1.1 Purpose

The objective of this Statement of Work (SOW) is to define the tasks and deliverables for an Intermediate Level Business Process Consultant which is required by CANSOFCOM to develop recommended improvements to existing processes employed in Intelligence, Surveillance, and Reconnaissance (ISR) activities.

2.0 Background

- 2.1 The CANSOFCOM organization within the Canadian Armed Forces (CAF) is responsible for a wide range of missions and tasks in response to a variety of threats. The environment is often complex and dynamic and involved both deployed and domestic operations. ISR activities are an important component of this group's assigned missions and tasks and improving the efficiency and effectiveness of these activities will contribute to the successful completion of operations.

2.2 Terminology

The following abbreviations and acronyms are used in this Statement of Work:

CANSOFCOM	Canadian Special Operations Forces Command
DND	Department of National Defence
SOW	Statement of Work
TA	Technical Authority

3.0 SCOPE OF WORK

- 3.1 The work requires an Intermediate Level Business Process Consultant to work with CANSOFCOM staff to review current ISR processes with the aim of implementing efficiencies and improvements.

4.0 TASKS

- 4.1 The Intermediate Level Business Process Consultant must perform, without being limited to, the following tasks:

- 4.1.1 Conduct an analysis of current processes using a systems of systems approach of the current ISR processes and associated missions and tasks and identify opportunities for process improvements;
- 4.1.1 Develop process maps and charts that describe the current processes and identify information, procedures and decision flows;
- 4.1.2 Prototyping potential solutions, scenarios, providing trade off information and suggesting a recommended course of action;
- 4.1.3 Identify opportunities for implementing improvements and provide advice in defining new requirements and opportunities for applying efficient and effective solutions and improve operational effectiveness;

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- 4.1.4 Identifying, recommending and planning new processes;
- 4.1.5 Providing advice on and/or assisting in implementing new processes;
- 4.1.6 Documenting workflow;
- 4.1.7 Developing training and information sessions and mentoring on business processes; and
- 4.1.8 Analyzing and defining business processes related to both "As Is" and "To Be" status.

5.0 DELIVERABLES

- 5.1 Deliverables will be defined by the Technical Authority and could include one or more of the following:

- 5.1.1 Briefings, presentations, process maps, and reports; and
- 5.1.2 Monthly Progress reports as defined in Section 6.

- 5.2 Electronic versions of draft or final deliverables, and related documentation must be provided in an appropriate natively editable digital format (Such as Microsoft Office, Google Docs, Open Office or other software as appropriate).

6.0 CONSTRAINTS

- 6.1 There will be a requirement for the Contractor's resource to access information available exclusively at Canada's facilities located in the National Capital Region.
- 6.2 Decisions concerning revision of definition of policy, budgets and contractual obligations are excluded from the Contractor services. The Contractor's resource is limited to providing comments and recommendations in accordance with directions at (<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/aact-tbps-anna-eng.html>).
- 6.3 The personnel of the Contractor providing the services must be independent of direct control by servants of Canada and are not in any respect employees or servants of Canada.
- 6.4 During the performance of the Contract, the Contractor shall not direct or influence Departmental organizations or any third-party with whom Canada has contracted or intends to contract to perform any action.
- 6.5 At all times during the provision of the required services, the Contractor's resources are not to have access to any proprietary information including but not limited to financial information (including unit prices or rates) or technical information concerning any third parties with whom Canada has contracted or intends to contract, other than information that is in the public domain, (e.g. total value of contract(s) awarded). Proprietary technical information may be provided to Contractor personnel in the performance of the services if the "Non-Disclosure and Confidentiality Agreement" contained in the Request for Proposal is duly executed by the Contractor personnel.
- 6.6 All drawings, software codes, reports, data, documents, or materials provided to the Contractor by Canada or produced by the Contractor's resources in providing services under the Contract remains the property of Canada and must be used solely in support of this requirement. The Contractor's resources must be required to safeguard the preceding information and materials from unauthorized use and must not release them to any third party, person or agency external to the Client Department without the express written permission of the TA. Such information and material must be returned to the TA upon completion of the services or when requested by the TA.
- 6.7 The TA or other authorized departmental government representative must have access at all times to the work and to the plant or facility where any part of the work is being performed.

- 6.8 All correspondence either initiated by the Contractor Resource(s) must be submitted to the TA for record keeping. Correspondence includes records of conversation or decisions as well as any written correspondence in any format. s.15(1)

7.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 7.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- 7.2 The Contractor must ensure that their personnel do not use Government of Canada or the Client Department designations, logos or insignia on any business cards, cubicle/office signs or written/electronic correspondence that in any manner lead others to perceive Contractor's resource as being an employee of Canada.
- 7.3 As a minimum Quality Assurance requirement, the Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the services and/or materiel provided conform to the specifications and requirements of this SOW and any tasking issued. The schedule of deliverables must be in accordance with the priorities established by the TA.
- 7.4 The Contractor is responsible for all work produced under this Contract, including completeness, accuracy and adherence to all relevant safety & environmental regulations, rules and good practices.

8.0 LOCATION OF WORK

- 8.1 The location of work is Some work will require the Contractor to attend meetings or be on site at various DND facilities in the National Capital Region (NCR) which is defined as a 75km radius from NDHQ, 101 Colonel-By Drive, Ottawa, ON, K1A 0K2.
- 8.2 Canada will not consider any requests to amend the Contract basis of payment to allow the Contractor to recover any costs associated with a change in the location where the required services are provided.

9.0 TRAVEL

- 9.1 There is no requirement for travel. There will be no reimbursement of travel expenses for travel within the National Capital Region.

10.0 MEETINGS

- 10.1 The Contractor's resource must make all necessary preparations in order to actively participate in any meetings convened by the TA. This may take the form of informal discussions or formal presentations, as deemed appropriate by the TA.
- 10.2 It is expected that the TA and the Contractor's resource must meet monthly, if and as requested by the TA.

11.0 HOURS OF WORK

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- 11.1 Operational Hours for CANSOFCOM are between 0700h and 1700h Monday through Friday. The Contractor Resource(s) are expected to work between those hours. Overtime and / or work on weekends or holidays is not anticipated.

12.0 LANGUAGE

- 12.1 The resource must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors. For the purposes of this requirement, a resource will be considered to speak a language fluently if the resource can:

- a) Give detailed explanations and descriptions;
- b) Handle hypothetical questions;
- c) Support an opinion, defend a point of view or justify an action; and
- d) Counsel and give advice

- 12.2 All work including tasks and deliverables must be in English.

13.0 DND SUPPORT TO THE CONTRACTOR

- 13.1 To aid the Contractor in the provision of the required services the following information, materials, and assistance will be provided if available and deemed appropriate by the TA:

- 13.1.1 The client department will provide sufficient office space, general-purpose office furniture and IT network access for the Contractor Resource(s). The client department, at its sole discretion, will identify the nature and characteristics of such access.

- 13.1.2 All of the above provisions are subject to the availability of suitable client department office facilities in the National Capital Region.

- 13.1.3 Consultation with the TA and other Crown Specialists as may be arranged by the TA; and

- 13.1.4 Other information, data and assistance available and requested by the Contractor subject to the concurrence by the TA.

- 13.2 The Contractor is advised that the above does not represent a commitment by Canada and that it is the Contractor's sole responsibility to provide all services required to perform the Contract. The Contractor's resource must be able to work independently on all aspects of the required services.

- 13.3 To aid the Contractor in the provision of the required services Canada will provide special training, on an "as and when required basis" to the Contractor's resource for DND unique Computer systems/Software that have been recently implemented or changed. Canada will not incur per diem charges from the Contractor for time while the Contractor's resource is being trained.

- 13.4 The client department will be responsible for translation of any deliverables.

14.0 TECHNICAL AUTHORITY

- 14.1 The TA for this requirement will be the primary point of contact for Contractor personnel and will be identified at contract award.

15.0 INSPECTION AND ACCEPTANCE

- 15.1 All reports, deliverables, documentation and services rendered must be subject to inspection

and signature (where required) by the TA or designated representatives, evaluated on the basis of suitability, quality and adherence to this SOW. All evaluations will be done within a reasonable time frame, as determined by the TA, based on the particular deliverable.

- 15.2 Should any report, document, good or service not be in accordance with the requirements of this SOW and to the satisfaction of the TA, as submitted, the TA will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.
- 15.3 Any communication with a Contractor regarding the quality of work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

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 s.20(1)(b)
 s.20(1)(c)

ANNEX "B"

BASIS OF PAYMENT

	Period	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Period 1 – Date of Contract Award to			
1a	Intermediate Business Process Consultant		days	\$75,582.00
2	Evaluated Price (Applicable Taxes <u>included</u>):			\$85,407.66
3	Applicable Taxes Insert the amount, as applicable:			HST:\$9,825.66

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:


$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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 Government of Canada / Gouvernement du Canada		SEP 12 2017	Contract Number / Numéro du contrat W 18-KB57 Security Classification / Classification de sécurité UNCLASSIFIED																						
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)																									
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine			2. Branch or Directorate / Direction générale ou Direction CANSOFCOM																						
3. a) Subcontract Number / Numéro du contrat de sous-traitance			b) Name and Address of Subcontractor / Nom et adresse du sous-traitant																						
4. Brief Description of Work / Brève description du travail Professional Services - Business Consultant																									
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?																									
				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?																									
				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																					
6. Indicate the type of access required / Indiquer le type d'accès requis																									
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)																									
				<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes																					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.																									
				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?																									
				<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès																									
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Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																							
7. b) Release restrictions / Restrictions relatives à la diffusion																									
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input checked="" type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:			All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:																						
			No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:																						
7. c) Level of information / Niveau d'information																									
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TBS/ECT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Contract Serial No W -18-KB57


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Contract Number / Numéro du contrat V -18-KB57			
Security Classification / Classification de sécurité UNCLASSIFIED			

2. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
3. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:													
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis													
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Special comments: Commentaires spéciaux:													
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.													
10. b) May unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS													
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
PRODUCTION													
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les opérations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)													
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												

TBSSCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED



s.15(1)

Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W -18-KB57

Security Classification / Classification de sécurité

UNCLASSIFIED

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			TOP SECRET / TRÈS SECRET
											A	B	C	
Information / Areas / Informations / Zones														
Equipment / Matériel														
Facilities / Installations														
Personnel / Personnel														
Other / Autres														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SC 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

s.15(1)

Contract Serial No W -18-KB57



Contract Number / Numéro du contrat

W -18-KB57

Security Classification / Classification de sécurité
 UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
		Captain	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		8forces.gc.ca	30 Aug 17
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Sasa Medjovic J. BSCS - Industrial Security Senior Security Analyst Tel: 613-996-0286			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		Sasa.Medjovic@forces.gc.ca	2017-Sept 12
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
		PROCUREMENT	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
	N/A		12 Oct 2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			Jacques Saumur
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			27-SEPT-2017

Jacques Saumur
 Contract Security Officer, Contract Security Division
 Jacques.Saumur@cpsgc-pwgsc.gc.ca
 Tel/Fax: 613-948-1732 / Fax/Télé: 613-954-4171

185/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
 UNCLASSIFIED

Canada

s.15(1)

ANNEX "D"
Not Assigned

Contract Serial No V 18-KB57

ANNEX "E"

NON-DISCLOSURE AGREEMENT

I, _____ recognize that in the course of my work as an employee or subcontractor of **Excel Human Resources Inc.**, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. V 18-KB57 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and **Excel Human Resources Inc.**, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No W 18-KB57.

08 Nov 2017
Date

Public Works and Government
Services CanadaTravaux publics et Services
gouvernementaux Canada

Department of National Defence

Procurement Officer
CANSOFCOM**CONTRACT AMENDMENT
MODIFICATION AU CONTRAT**

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the same.

Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The vendor hereby accepts/acknowledges this amendment
Le fournisseur accepte la présente modification/en accuse réception

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression) Signature

Victoria Moore
Victoria Moore Director
Date

APR 1, 2017

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Excel Human Resources Inc.
Attn: Tracey Utronkie

102 Bank Street
Suite 300
Ottawa, ON K1P 5N4

Canada

PWGSC-TPSGC 9400-13 (2/97)

Page 1 of 3

PWGSC File No. - N° de référence des TPSGC		
Date of Amendment - Date de la modification 2017-11-09		No. - N° 1
Contract No. - N° du contrat W 18-KB57		
Requisition No. - N° de la demande		
Order Office Bureau demandeur W	Yr An 18	Serial No. N° de série KB57
Financial Code(s) - Code(s) financier(s) No Change		
Destination No Change		
Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: No Change		
Increase Augmentation \$4000.00	Address Inquiries to: Adresser toute demande de renseignements à:	
Decrease Diminution	Telephone No. N° de téléphone	Facsimile No. N° de télécopieur
Revised estimated cost Nouvelle estimation des coûts \$89,407.66		
For the Minister - Pour le Ministre		

s.15(1)
s.20(1)(b)
s.20(1)(c)

Contract Serial No W 18-KB57 Amendment 001

Amendment 001

1 Purpose

- 1.1 This amendment is raised to amend the travel requirements in the SOW and to change the Contracting Authority.
- 1.2 This amendment is identified as 001.

2 Contracting Authority

- 2.1 The Contracting Authority for the Contract is:

Delete: Contact Name:
Telephone:
E-mail address: @forces.gc.ca

Insert: Contact Name:
Telephone:
E-mail address: @forces.gc.ca

3 Travel

- 3.1 At Annex A Statement of Work Section 9.0.

Delete: Section 9.1 in its entirety

Insert:

- 9.1. Travel may be required in the completion of certain tasks. Every occurrence of travel must be pre-authorized, in writing, by the Technical Authority
- 9.2. The Contractor will be reimbursed for authorized travel costs reasonably incurred in the performance of the Work in accordance with the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>).
- 9.3. CANSOFCOM facilities are considered within the National Capital Region (NCR) and travel within the NCR will not be reimbursed.

- 3.2 Table within Section 7.1 and At Annex B Basis of Payment

Delete: Not applicable because \$4000.00 is added in for travel costs.

Insert:

	Period	All-Inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Period 1 – Date of Contract Award to			

s.15(1)
 s.20(1)(b)
 s.20(1)(c)

Contract Serial No W -18-KB57 Amendment 001

1a	Intermediate Business Process Consultant		days	\$75,582.00
1b	Travel (includes HST)			\$4,000.00
2	Evaluated Price (Applicable Taxes <u>Included</u>):			\$89,407.66
3	Applicable Taxes	Insert the amount, as applicable:		HST:\$9825.66

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit. All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

4.0 Other Changes

4.1 All other Terms and conditions remain unchanged.

**Travaux publics et
Services gouvernementaux
Canada**

Designed has been officially au



Public Works and
Government Services
Canada


Travaux publics et
Services gouvernementaux
Canada

Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / DHH		Call Up No. - Commande N°. S1393563-4		Amendment No. - Modif. N°.			
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire			
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.			
Supplier - Fournisseur: MaxSys Staffing & Consulting Inc. Oper. as - Nom d'opér: MaxSys Staffing & Consulting 173 Dalhousie St., Suite A Ottawa, Ontario - Ontario, K1N 7C7				Invoice Address - Address de facturation: Lise Bourdeau DHH 101 COLONEL BY DR OTTAWA ONTARIO K1A0K2			
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/029/ZN Dept Resp. Centre - Centre de resp. du ministère: DHH Financial Code - Code financier: GL: 4817 CC:2287AP FC: 2287AP FUND: L101 Consignee Code - Code du destinataire: 10x40 Paying Office Code - Code du bureau payeur: L101 Stream - Groupe: Office Support-Soutien de bureau Substream - Sous-groupe:-				Report To - Se rapporter à: Lise Bourdeau Location - Adresse: 2429 Hully Lane 9 613-998-7056 Security Level - Niveau de sécurité: Enhanced Reliability - Approfondi			
Classification - Classification: Desktop Publishing/Graphics-Édition et graphisme Level - Niveau: Intermediate/ Intermédiaire				Language - Ex. linguistiques: Unilingual Overtime Multiplier - Mult. temps supp: 0.0			
Period of Assignment - Période d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire		Cost of Amendment (Incl. GST) - Coût de la modification (TPS Incl.)	Total Est'd Cost (Incl. GST) - Coût prévu total (TPS Incl.)
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total		
2017-10-2	2018-3-29		.00			0.0	17479.69
Reason For Call Up/Amendment - Motif de la commande/modification: There is a requirement for additional staff during a temporary workload increase as there is an Insuf							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Yvonne Silson						Commit. No. - N°. d'eng.: -	
Customer dept. or agency use only - Motif - de la commande/modification: 26 WEEKS							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS TEMP HELP Tel. No. - N° de tél.: cfsuosssscmpshelp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-9-26 By - Par: Hamitouché Koulougli With - Avec: BRITTNEY PERKINS			
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.							
Signature:			Date: 23 Sep 2017		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale		

s.20(1)(c)



**Travaux publics et
Services gouvernementaux
Canada**

Signature: 



Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / DHH		Call Up No. - Commande N°. S1393563-3		Amendment No. - Modif. N°.																			
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire																			
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.																			
Supplier - Fournisseur: Excel Human Resources Inc. Oper. as - Nom d'opér: excelHR 102 Bank Street, Suite 300 Ottawa, Ontario - Ontario, K1P 5N4				Invoice Address - Address de facturation: Lise Bourdeau DHH 101 COLONEL BY DR OTTAWA ONTARIO K1A0K2																			
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/046/ZN Dept Resp. Centre - Centre de resp. du ministère: DHH Financial Code - Code financier: GL: 4817 CC:2287AP FC: 2287AP FUND: L101 Consignee Code - Code du destinataire: 10x40 Paying Office Code - Code du bureau payeur: L101 Stream - Groupe: Office Support-Soutien de bureau Substream - Sous-groupe:-				Report To - Se rapporter à: Lise Bourdeau Location - Adresse: 2429 Hully Lane 9 613-998-7056 Security Level - Niveau de sécurité: Enhanced Reliability - Approfondi																			
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From - De	To - A	Reg. - Rég.	O.T. - Supp.																				
2017-10-2	2018-3-29		.00																				
Reg. - Rég.	O.T. - Supp.																						
	.00																						
Basic - De base	Total																						
Reason For Call Up/Amendment - Motif de la commande/modification: There is a requirement for additional staff during a temporary workload increase as there is an Insuf																							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Cameron Steacy				Commit. No. - N°. d'eng.: -																			
Customer dept. or agency use only - Motif - de la commande/modification: 26 WEEKS																							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS TEMP HELP Tel. No. - N° de tél.: csuossstemp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-9-26 By - Par: Hamitouché Koulougli With - Avec: BRITTNEY PERKINS																			
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.																							
Signature:		Date: 27/9/2017		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale																			

Public Works and
Government Services
CanadaTravaux publics et
Services gouvernementaux
Canada

Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / DHH		Call Up No. - Commande N°. S1393563-2		Amendment No. - Modif. N°.			
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire			
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.			
Supplier - Fournisseur: Excel Human Resources Inc. Oper. as - Nom d'opér: excelHR 102 Bank Street, Suite 300 Ottawa, Ontario - Ontario, K1P 5N4				Invoice Address - Address de facturation: Lise Bourdau DHH 101 COLONEL BY DR OTTAWA ONTARIO K1A0K2			
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/046/ZN				Report To - Se rapporter à: Lise Bourdau Location - Adresse: 2429 Hully Lane 9 613-998-7056			
Dept Resp. Centre - Centre de resp. du ministère: DHH							
Financial Code - Code financier: GL: 4817 CC:2287AP FC: 2287AP FUND: L101							
Consignee Code - Code du destinataire: 10x40							
Paying Office Code - Code du bureau payeur: L101							
Stream - Groupe: Office Support-Soutien de bureau							
Substream - Sous-groupe:-				Security Level - Niveau de sécurité: Enhanced Reliability - Approfondi			
Classification - Classification: Desktop Publishing/Graphics-Éditique et graphisme				Language - Ex. Linguistiques: Unilingual			
Level - Niveau: Intermediate/ Intermédiaire				Overtime Multiplier - Mult. temps supp: 0.0			
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire		Cost of Amendment (Incl. GST) - Coût de la modification (TPS Incl.)	Total Est'd Cost (Incl. GST) - Coût prévu total (TPS Incl.)
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2017-10-2	2018-3-29		.00			0.0	20064.56
Reason For Call Up/Amendment - Motif de la commande/modification: There is a requirement for additional staff during a temporary workload increase as there is an insurf							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Jeremy D'Eca					Commit. No. - N°. d'eng.: -		
Customer dept. or agency use only - Motif - de la commande/modification: 26 WEEKS							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS TEMP HELP Tel. No. - N° de tél.: cfsuossstemphep@forccs.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-9-26 By - Par: Hamitouché Koulougli With - Avec: BRITTNEY PERKINS			
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Signature:			Date: 2017-09-26		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale		

Contract No. - N° du contrat
W2282-17AA42/001/CX
Client Ref. No. - N° de réf. du client
W2282-17AA42

Amd. No. - N° de la modification
DND-MDN
File No. - N° du dossier
cx W2282-17AA42

Buyer ID - Id de l'acheteur
cx024
CCC No./N° CCC - FMS No./N° VME

Modernizing Relocation Services to Meet Your Needs

1. SECURITY REQUIREMENT

There is no security requirement applicable to this Contract.

2. STATEMENT OF WORK

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. STANDARD CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

3.1 General Conditions

2010B (2016/04/04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010/08/16) Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

4. TERM OF CONTRACT

4.1 Period of Contract

The period of the Contract shall be from date of award until December 31, 2017.

5. AUTHORITIES

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
Constitution Square, 12th Floor
360 Albert Street
Ottawa, Ontario K1A 0S5

Attn.: Oliver Morones

Tel.: (613) 993-7846 Fax: (613) 991-5870
E-mail Address: oliver.morones@pwgsc-tpsgc.gc.ca

Contract No. - N° du contrat
W2282-17AA42/001/CX
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The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Department of National Defence
Senior Procurement Officer
Address: 3500 Carling Avenue
Ottawa, Ontario K1A 0K2
MPC Technical Services

Attn.: Patricia Ross
Tel.: 613-901-8877 Mobile: 613-608-8941
E-mail : patricia.ross@forces.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Hyperactive Productions Inc
#201-33 Roydon Place
Ottawa, ON K2E 1A3

Attn.: /
Tel: (613) 727-0202 x
E-mail: @hyperactive.ca

6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

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7. PAYMENT

7.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment at Annex "B", determined at the time of solicitation, for Work performed pursuant to the contract and subject to acceptance by the Project Authority.

7.2 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the contract, the Contractor shall be paid a firm price of \$ **21,289.00**, applicable taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.3 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International).

8. INVOICING INSTRUCTIONS

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

The original and one (1) copy of each invoice together with attachments, shall be forwarded to the Project Authority and one (1) copy of each invoice with attachments shall be forwarded to the Contracting Authority identified herein.

9. CERTIFICATIONS AND ADDITIONAL INFORMATION

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

10. APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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11. PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

1. the Articles of Agreement;
2. 2010B (2016/04/04) General Conditions - Professional Services (Medium Complexity);
3. 4007 (2010/08/16) Canada to Own Intellectual Property Rights in Foreground Information;
4. Annex "A", Statement of Work;
5. Annex "B". Basis of Payment;
6. the Contractor's proposal date September 12, 2017

12. COPYRIGHT

Title to all products resulting from the Work and all materials supplied shall be the property of Canada. The Contractor shall ensure that any articles in its possession shall be stored under suitable conditions (of safety, temperature, humidity, etc.) until shipped, properly identified and packaged. Reproduction of any documents or other data shall not be reproduced without the expressed written permission of the Project Authority.

13. COPYRIGHT MENTION

Incorporation into the end titles of a copyright notice, namely the symbol © followed by the name of the Department and the appropriate date (year in which the production is completed), in the official languages.

ENGLISH:

© Her Majesty the Queen in Right of Canada, as represented by The Department of National Defence: (2017 [the Contractor to insert year]).

FRENCH:

© Sa Majesté la Reine du chef du Canada, représentée par : le ministère de la Défense nationale (2017 [the Contractor to insert year]).

The notice shall be on a line by itself and shall be of such a size and time duration as to be easily read.

14. CANADA WORDMARK

Incorporation in each videotape program and into the final shot of the Canada Wordmark by itself and to be of such a size and time duration as to be easily read.

15. RIGHTS

15.1 Data Rights:

All documentation delivered by the Contractor shall become the property of Canada. Canada shall have full and complete rights to duplicate, use and disclose in any manner for the

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Government of Canada's purposes, all or any part of the documents/data specified to be delivered by the Contractor in response to a contract.

15.1.1 Underlying Rights Requirements:

The Contractor is required to obtain underlying rights to material written, filmed, photographed, drawn, animated, or designed and acquired including talent, music, effects, as well as authoring software license rights for the following and provide documented proof thereof (releases) and to exhibit the said production by any medium in existence or to be invented including necessary transfers and duplication, for the following:

Utilizations: Educational /informational use, non-commercial*, non-theatrical rights to be distributed by sale, loan and free give-away of copies in any format of any medium invented or to be invented and not limited to public performance, exhibit and public display;

Format: All digital encoded media including hard drive and portable hard drive, USB key, compact disk (including various CD formats, e.g.: CD-ROM, CD-ROM-XA, CDI, DVD, DVD-R, ID-ROM, BD-R, etc.), Multi-media and digital formats for WEB, e.g.: MPEG-4 .MP4, .WMV, .MOV, .FLV (Flash Video Format), etc. Compact devices, and any digital or analog audio visual format analogous to the foregoing;

Territory: Canada; and World

Duration: In perpetuity.

* Non-commercial right to distribute the CD-ROM/DVD by sale is defined as the free distribution of the product and/or distribution of the product where the following costs are recovered by the distributor (user of the rights): replication, packaging, mailing and shipping.

16. MUSIC RIGHTS AND CLEARANCES

The following information will be required:

When stock music and/or effects are used the Contractor must report:

Music Title
Composer
Publisher
Recording number
Duration used
Rights obtained

When original compositions and/or effects are used the Contractor must report:

Music Title
Composer
Duration
Rights obtained

17. TECHNICAL STANDARDS

In accordance with the Statement of Work, the finished work shall conform to the highest professional and technical standards of the audio-visual industry in accordance with the state of the art utilized therein. PWGSC reserves the right to incorporate and amend the Statement of

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Work, minimum technical and functional specifications as applicable. Quality control on all finished work shall be done by the Contractor even when the Contract states that the Technical Unit will be reviewing the deliverables.

18. TITLE AND PRODUCT IDENTIFICATIONS NUMBERS

Incorporation into the master video, after the colour bars and before the start of the actual program, the release title and the supplied Product Identification Numbers.

English TITLE: "Modernizing Relocation Services"
English PIN 13EN W2282-17AA42-01

French TITLE: 'Modernisation des services de réinstallation'
French PIN 13FR W2282-17AA42-01

19. STORAGE

The Contractor shall ensure that all products resulting from the work and all materials supplied which are in its possession are stored, at no cost to the Project Authority, under suitable atmospheric conditions until properly identified, packaged and shipped to the address(es) specified, and within the time frames defined, in the Contract.

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ANNEX "A" STATEMENT OF WORK

1. PROJECT TITLE

Modernizing Relocation Services to Meet Your Needs

2. BACKGROUND

DND/CAF are responsible for the *Canadian Armed Forces Relocation Program (CAF RP)*. The goal of an animated video is to introduce the new service delivery to the CAF population. It is intended that this video will be available on several media platforms including websites (both internet and intranet), mobile apps and DND office space monitors.

3. OBJECTIVE

The Contractor must produce and create a three minute animated video (in both Canadian English and French versions) outlining the benefits and capabilities of the new service delivery for the relocation program which will come into effect 1 December 2017.

4. TARGET AUDIENCE

The target audiences for this video are military members and their families who will be experiencing a move at Crown expense. It is also intended that the video will assist CAF leadership's understanding of the modernization of the relocation program (CAF RP)

5. SCOPE

The Contractor must produce a 3 minute animated video in Canadian English and French about the new *Modernizing Relocation Services to meet the needs of Canadian Armed Forces members for posting on DND websites and apps*.

6. CONTRACTOR RESPONSIBILITIES

The Contractor must provide:

- 1) Reports and plans as listed at articles 8 and 11 of this SOW;
- 2) *storyboards and style boards*, motion graphics to the Project Authority within *twenty* working days after contract award;
- 3) sample *voice tapes* of the narrators for all languages voiceovers;

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- 4) appropriate music, sound effects and sound mixing, and all necessary personnel for post-production;
- 5) up to *five* waves of each *rough cut* for the Project Authority's feedback and make changes as requested;
- 6) collaborate extensively with the Project Authority for approvals on final scripts and production schedules;
- 7) respond to the Project Authority questions in a timely manner; defined as same day or within 24 hours; and
- 8) a *weekly* progress report.

The final product must be delivered no later than 20 October 2017 to allow it to be reviewed and accepted for approval by the Project Authority.

7. DEPARTMENT RESPONSIBILITIES

CAF/DND will provide the following:

- a) *written scripts*;
- b) *translation or accessible adaptation*;
- c) *coordinate advance notice and permissions or escort to access government properties prior to the film crew's arrival*;
- d) *personnel as required to the Contractor for matters not within the Contractors responsibilities, such as the provision of subject matter experts*;
- e) *obtain consent forms from DND as required; and*
- f) *props/pictures as appropriate and available.*
- g) The Project Authority will respond to the Contractor's questions in a timely manner. Timely is defined as same day or within 24 hours.
- h) The Project Authority will arrange for the review, provide input, and final approval on scripts, storyboards, production schedule, rough cuts and final cuts, to respond to the Contractor or provide approval within *five* working days of receipt.

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8. PROJECT SCHEDULE

Action	Date
1. Kick off Meeting	Sep 17
2. Project Plan	2 Oct 17
3. Project Timeline	2 Oct 17
4. Story Boards / Style Graphics	4 Oct 17
5. Sample voice Tapes / draft script	10 Oct 17
6. Rough Cuts	13 Oct 17
7. Final Product / Dub Master	20 Oct 17

9. CONSTRAINTS

- a) filming cannot occur without CAF/DND authority;
- b) filming will not be in extreme conditions;
- c) words not to be used will be identified by the project authority; or
- d) items, places or persons not to be filmed will be clarified by the project authority;
- e) All deliverables must meet the requirements of the Official Languages Act;
- f) When developing materials, the Contractor must ensure that materials are Federal Identity Program (FIP) compliant, culturally appropriate and subject-related and incorporate DND DGCB (Director General Compensation and Benefits) identity as clarified by the project authority as needed; provide separate source files for images and content.
- g) The work will be considered complete when it has been accepted and approved by the Project Authority.
- h) All deliverables must meet Treasury Board Standards for Accessibility (Web Content Accessibility Guidelines 2.0 – Level AA);
- i) Separate source files for images and content are to be provided;
- j) All products are licensed and/or talent/agency fee-free, and that copies of the model releases are provided to DND/CAF in paper, PDF, and /or Word format;

10. LOCATION/TRAVEL

- 10.1 Travel costs contractor's employees and sub-contractors will be absorbed by the contractor as part of the firm fixed price.

11. MEETINGS

The Contractor must participate in meetings in person or by teleconference, on an as requested basis, by phone or in person, with the Project Authority. Meetings will be held bi-weekly on Wednesdays at Carling Campus 3500 Carling Ave Nepean at 1400hrs.

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12. REPORTS

The Contractor must provide progress reports by email to the Project Authority on a weekly basis which will identify the work that has been performed, by whom and the total amount of hours worked.

The Contractor must provide project plan by email to the Project Authority within 10 working days of receiving the contract and NLT 9 Oct 17.

The Contractor must provide project timeline by email to the Project Authority within 10 working days of receiving the contract and NLT 9 Oct 17.

13. DELIVERABLES

Each of the following products requires Closed Captioning and Described Text.

The Contractor must provide:

- a) One (1) HD file of each of the full-length English and French titled **Modernizing Relocation Services to Meet Your Needs** videos in the following formats:
 - i. MPEG; and
 - ii. MP4.
- b) All video footage listed above in a) must be provided on a portable USB, hard drive, along with all high-definition SLR camera (stills) original field photographs in JPG format (high definition, minimum 4000x6000 pixels);
- c) Detailed transcripts for all video version(s);
- d) All working files, source files or graphics produced and purchased during the production of the video, including all rights to voice-overs or footage;
- e) All materials required to edit the video and/or produce additional in-house videos using the supplied footage and source material;
- f) Time transcripts for all language versions;
- g) An USB drive containing all files;
- h) All raw footage (including b-rolls); and,
- i) All rights and releases.

14. FORMATTING AND CLOSED CAPTIONING SPECIFICATIONS

13.1 File/Portable Hard Drive Specifications:

- a) MP4
Video codec: H264-MPEG-4 AVC (part10) (avc1)
Audio codec: MPEG AAC Audio (mp4a)
- b) WMV
Video codec: Windows Media Video VC1 (WVC1)
Audio codec: Windows Media Audio 2 (WMA2)
- c) FLV
Video codec: On2's Vp6.2 Video (Flash) (VP6F)

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Audio codec: MPEG Audio layer 1/2/3 (mpga)

- d) Raw footage (format native to the camera used and compatible with Adobe Premier or FCP 7.0)
- e) High-definition camera stills in JPG format (minimum 4000x6000 pixels).

13.2 Closed Captioning:

Timing in the XML file, requires timing in seconds (of fractions of seconds) and needs "begin" time and "duration".

For example:

<div begin="14.41s" dur=5.52s".

...

<div begin="158.26s" dur=3.25s".

13.3 Presentation Rate:

Off-line caption writers should follow these presentation rate guidelines for pop-on captions:

- a) Allow a minimum of 1.5 seconds duration for up to 32 characters of text;
- b) Allow a minimum of two seconds duration to display the last 32 characters of text before blanking or moving captions;
- c) Do not display any caption for less than 1.5 seconds; and
- d) The maximum presentation rate should be three seconds duration for each 32 characters of text.

s.20(1)(b)
s.20(1)(c)

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RELEASED UNDER THE ATIA - UNCLASSIFIED INFORMATION
DIVULGUE EN VERTU DE LAI - RENSEIGNEMENTS CLASSIFIÉS

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ANNEX "B"
BASIS OF PAYMENT

Pre-production

Producer
Writer / Creative Director / Storyboarding
Stock Image/Photo Research
French Adaptation/Translations

Day @
Day @
Day @

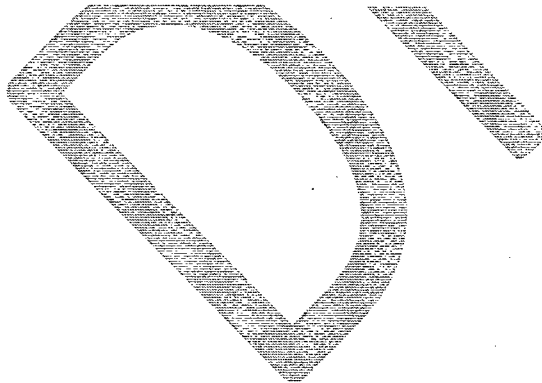
NRCAN

Post Production

2/3D Animations
Off-line Edit Director/Paper Edits
Off-line HD Studio & Editor
On-Line HD Studio & Editor
English and French Narrations
Audio Post Production (Music, SFX & final Mixe)
Mastering, CC, Web Encoding (All Versions)
Delivery Hard Drive (All production elements)

Days @
Days @
Days @
Days @
Voices @
Days @
Day @

Sub Total	\$21,289.00
GST	\$2,767.57
Total	\$24,056.57



Public Works and Government
Services CanadaTravaux publics et Services
gouvernementaux Canada**PURCHASING OFFICE - BUREAU DES ACHATS**Department of National Defence
NDHQ Carling, 60 Moodie Drive
Ottawa, ON K2H 8G1Attn: Monica Kolstein
monica.kolstein@forces.gc.ca
tel: 613-901-6208**CONTRACT - CONTRAT**Canada accepts your bid to provide to Canada the goods, services
or both described in the Contract in accordance with the conditions
and at the prices set out in the Contract.Le Canada accepte votre soumission de fournir au Canada les
biens, services ou les deux décrits dans le contrat conformément
aux conditions et aux prix prévus au contrat.**Name and Address of Contractor
Nom et adresse de l'entrepreneur**Lynda Naveda Consulting Ltd.
5825 Queenscourt Crescent
Manotick, ON K4M 1K3

Attn: Lynda Naveda

tel: 613-692-1291

Canada

PWGSC-TPSGC 9400-4 (02/2014)

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2017-10-31	
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2017-ADMHRCIV-0309	
Client Reference No. (optional) - N° de référence du client (facultatif)	
Financial Code(s) - Code(s) financier(s)	
cc: 2297BH, Fund L101, GL: 4927, F2297BH006, Line: 1	
Duty - Droits	Applicable Taxes / Taxes applicables
<input type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
<input checked="" type="checkbox"/> Included Inclus	<input type="checkbox"/> Excluded En sus
FOB - FAB	
Destination	
NDHQ Carling 60 Moodie Drive Nepean, ON	
Invoices - Original and two copies must be completed and sent to: Factures - L'original et deux copies doivent être remplis et envoyés à :	
monica.kolstein@forces.gc.ca tel: 613-901-6208	
Address Inquiries to: - Adresser toute demande de renseignements à :	
Kin Choi ADM-HRCIV kin.choi@forces.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
613-901-6419	
Total estimated cost - Coût total estimatif	
\$22,600.00	
For the Minister - Pour le Ministre	
Kin Choi 1-NOV-2017	

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ProServices SA no. E80ZT-12C001/693/ZT

CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of PROTECTED A.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - b. Industrial Security Manual (Latest Edition);

6.1.1 Contractor's Site(s) or Premises Requiring Safeguarding Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address:

5925 Queenscourt Crescent
Manotick, ON
K4M 1K3

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

6.2 Statement of Work

This Contract is being issued for the requirement of Professional Services for Executive resourcing/Staffing services for the Department of National Defence under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

s.19(1)

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6.3 Task Authorization n/a

6.4 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.4.1 General Conditions

2010B 2016-04-04, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4.2 Supplemental General Conditions n/a

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from **October 30, 2017 to December 8, 2017** inclusive.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is: **Kin Choi**

Department of National Defence/ NDHQ (Carling), 60 Moodie Dr, Ottawa, ON

Contact Name: **Kin Choi, ADM HR-Civ**

Telephone: 613-901-6419

E-mail address: KIN.CHOI@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.6.2 Project Authority

Department of National Defence/ NDHQ (Carling), 60 Moodie Dr, Ottawa, ON

Contact Name: **Monica Kolstein**

Telephone: 613-901-6208

E-mail address: Monica.Kolstein@forces.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6.3 Contractor's Representative

Contact Name: **Lynda Naveda, 5825 Queenscourt Cres. Manotick, ON**

Telephone: 613-692-1291

E-mail address:

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ProServices SA no. E60ZT-120001/898/ZT

6.7 Proactive Disclosure of Contracts with Former Public Servants n/a

6.8 Payment

6.8.1 Basis of Payment

6.8.2 Authorized Travel and Living Expenses n/a

6.8.3 Limitation of Price

SACC Manual clause C6000C 2017-08-17 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.9 Method of Payment

2003-05-12 H1000C Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.10 Accounts and Audit

1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.11 Time Verification n/a

6.12 Invoicing Instructions

1. The Contractor must submit invoice in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of time sheet to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows: The original copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.13 No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.14 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.16 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B 2016-04-04;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-120001/696ZT; and

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(g) the Contractor's bid dated October 4, 2017

6.17 Defence Contract n/a

6.18 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.19 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.20 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

6.21 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

2. However, if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even

after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.22 Government of Canada Web Standards n/a

6.23 Limitation of Liability n/a

6.24 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

6.25 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

3. The Contractor has no obligation regarding claims that were only made because:

(a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or

(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

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4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A"

STATEMENT OF WORK

TITLE: EXECUTIVE RESOURCING/STAFFING SERVICES

A) BACKGROUND

There is a requirement for temporary resourcing/staffing services to supplement current capacity. There is a pressing workload in the Executive Resourcing/Staffing portfolio to fulfill client requirements and meet the Department's leadership requirements. This contract process will allow ADM(HR-Civ) to expedite the resourcing process and meet multiple requirements.

B) SCOPE OF WORK

1. Criteria Development/Technical Specifications for Merit-Based Appointment Process

- Develop an in-depth understanding of the context and requirements (education, experience, knowledge and competencies) that are essential or desired related to the position(s) to be staffed, and of the relevant legislation and other related documents, and work with the Department of National Defence (DND) Representative to update and finalize the selection criteria for the position;
- Provide an estimate of the work plan and critical path along with methodology that can be used for the particular resourcing activity, along with details of screening and assessment tools and methodology;
- The work plan should also include a description of methods or processes that would be used to identify members of employment equity designated groups (i.e., women, aboriginal peoples, members of visible minorities and persons with disabilities);
- Prepare content of job advertisement(s) and description of position(s) to be filled; and
- Prepare reference material packages for potential candidates (e.g., regarding the organization and position).

2. Screening, Initial Assessment and Identification, and Short-listing of Candidates

- Complete the screening of all applicants through the review of applications;
- Present the Department of National Defence (DND) with the list of candidates no longer being considered and the long-list of potential candidates to identify the best prospective candidates within one (1) week of advertisement closing date; and
- Notify applicants, in consultation with the Department of National Defence (DND) Representative, of results, presenting option of Informal Discussion (ID).

3. Assessment – Interviews

- Prepare, in consultation with the Department of National Defence (DND) Representative, the assessment methodology and material, including interview questions and all interview documentation including assessment reports and final reports:
 - "Interview documentation" also includes any information provided to candidates either in advance or at the time of the interview, and includes packages or binders for selection committee members with all information relevant to the interviews, whether

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or not it has been provided at other times during the process (e.g., materials could include: interview schedule, information regarding the organization and position, the CVs and any pre-assessments of candidates being interviewed, the interview questions, the selection criteria and copies of published advertisements).

- Arrange, in consultation with the Department of National Defence (DND) Representative, meetings of the selection committee, including developing agendas and all meeting materials, and making accommodation arrangements:
 - "Meetings of the selection committee" include teleconferences as well as in-person meetings that may be required to support the selection process.
 - "Accommodation arrangements" include the reservation of Department of National Defence (DND) facilities or other facilities as required and in accordance with Treasury Board (TB) policies and established rates.
 - Arrange and attend, in consultation with the Department of National Defence (DND) Representative, formal interviews of identified candidates, including developing interview schedules, travel and accommodation arrangements, in accordance with Treasury Board (TB) policies and established rates, and establishing any assessment accommodations as required:
 - "Interviews" include interviews of candidates with the selection committee and any other meetings required with candidates, such as those needed to provide subsequent debriefing to candidates.
 - "Accommodation arrangements" include the reservation of Department of National Defence (DND) facilities or other facilities as required and in accordance with Treasury Board (TB) policies and established rates.
 - "Assessment accommodations" are changes that are made to the assessment procedure, format or content of an assessment instrument for persons with a disability, or any other grounds under the Canadian Human Rights Act.
 - Notify applicants, in consultation with the Department of National Defence (DND) Representative, of results, presenting option of Informal Discussion (ID).
- 4. Assessment - Reference Checks**
- Confirm data such as education, employment dates, positions held, and identifying discrepancies in the information collected.
 - Conduct, in consultation with the Department of National Defence (DND) Representative, reference checks, using a methodology approved by the Department of National Defence (DND) Representative.
 - Provide the results of the reference checks and other data checks undertaken to the Department of National Defence (DND) Representative.
 - Prepare and submit to the Department of National Defence (DND) Representative written reports detailing the outcomes of data and reference checks, within 5 days of completion, and
 - Notify applicants, in consultation with the Department of National Defence (DND) Representative, of results, presenting option of Informal Discussion (ID).

5. Candidate Pool

- Develop and present to the Department of National Defence (DND) Representative a short list of candidates deemed qualified for the position;
- Provide the Department of National Defence (DND) Representative with a final report of the process, outlining the recruitment strategy, posters, number of applicants, and other information relevant to the selection process; and
- Notify applicants, in consultation with the Département of National Défense (DND) Representative, of results, presenting option of Informal Discussion (ID).

6. Additional Deliverables

- Provide the services (written and oral) in both official languages, as required, throughout the project;
- Provide the Department of National Defence (DND) Representative, for each phase of the selection process, individual candidate assessment material and results/scores, in electronic format and sorted by candidate, and any other relevant information;
- Reconfirm with the Department of National Defence (DND) Representative thereafter, verbally or in writing on a bi-weekly or more frequent basis (as determined by the Department of National Defence (DND) Representative), that the process steps are unfolding as planned and if need be, to redefine the selection process direction; and
- Provide a final report of the selection process, outlining the recruitment strategy, the number of applicants, and other information relevant to the selection process,

C) LOCATION OF WORK

Offsite. It is expected most of the work will be on the Agency of Record's (AoR) premises. There will however be occasions where Department of National Defence (DND) on-site work will be more appropriate. As on-site work will only be occasional, no permanent access security cards will be provided.

D) CONTRACT DATES

October 30, 2017 to December 8, 2017.

E) SECURITY

Reliability

s.20(1)(b)
 s.20(1)(c)

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ANNEX "B" BASIS OF PAYMENT

	Period	All-Inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Initial Period: October 23 to December 8 2017			
1a	Senior Resource 8.7 Staffing Consultant		days	\$20,000.00
			Total:	\$
12	Applicable Taxes HST 13%		Insert the amount, as applicable:	
				\$ 2,600.00
13	Total of contract including HST:			\$22,600.00

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Hours worked} \times \text{applicable firm per diem rate}) \div 7.5 \text{ hours}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Common Centralized Professional Services: Security Requirement Checklists (SRCLs)

Under the National Procurement Strategy for Professional Services, 31 common SRCLs have been developed and are to be used for all professional services MoS that have been harmonized under the Strategy:

For any questions, or to enquire if the 31 SRCLs can be used against specific MoS, please contact the appropriate MoS Standing Offer / Supply Arrangement Authority by accessing the Contact Acquisitions page.

The 31 Common Centralized Professional Services (PS) SRCLs can be found at the following link:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>

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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Operating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **UNCLASSIFIED**
 Branch or Division / Direction générale du Directeur: **ADMHRCIV**

a) Subcontract Number / Numéro du contrat de sous-traitance: **ADMHRCIV**
 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: **Executive Resourcing / Staffing Services**

1. Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No / Non ☐ Yes / Oui

2. Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☒ No / Non ☐ Yes / Oui

3. Indicate the type of access required / Indiquer le type d'accès requis

a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui
 (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☒ No / Non ☐ Yes / Oui

c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☒ No / Non ☐ Yes / Oui

4. Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☒ NATO / OTAN ☐ Foreign / Étranger ☐

5. a) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to / Limité à <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays
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6. Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIQNT) / TRÈS SECRET (SIQNT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DISTRIBUTION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIQNT) / TRÈS SECRET (SIQNT) <input type="checkbox"/>
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TS/STC 300-163(2004/1)

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PART A (continued) / PARTIE A (suite)	
9. Will the supplier require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC d'origine PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	
10. Will the supplier require access to COMSEC sensitive information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
When Time(s) of material / Time(s) atégé(s) du matériel : Document Number / Numéro du document :	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used in portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/13)

Security Classification / Classification de sécurité
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PART C: CONTINUING (TABLEAU C: CONTINUER)
 For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent classer le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, le niveau de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne par Internet, les réponses aux questions précédentes sont automatiquement inscrites dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	Information Protection		Classified / Classifié		HATO				Control			
	TOP SECRET	SECRET	TOP SECRET	SECRET	HATO 1	HATO 2	HATO 3	HATO 4	Control 1	Control 2	Control 3	Control 4
Information / Informations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment / Équipements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities / Installations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel / Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other / Autres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par le présent LERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by overwriting the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification de sécurité" au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui

If Yes, classify this form by overwriting the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification de sécurité" au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

10593CT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Solicitation No. - N° de l'invitation DND 2017-ADMHCIV-0309

ProServices SA no. E60ZT-120001/696/ZT

COMMON-PS-SRCL432



Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat 2017-ADMHCIV-0309
Security Classification / Classification de sécurité UNCLASSIFIED

PART D. AUTHORIZATION / PARTIE D. AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres majuscules) Margolaine Martin	Title - Titre Mgr. EX Services	Signature <i>M. Martin</i>	
Telephone No. - N° de téléphone 613-941-6154	Facsimile No. - N° de télécopieur 613-941-6154	E-mail address - Adresse courriel margolaine.martin@forces.gc.ca	Date Oct 23, 2017
14. Organization Security Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres majuscules) Jacques Saumur	Title - Titre Contr. Sec. Div.	Signature <i>J. Saumur</i>	
Telephone No. - N° de téléphone 613-941-6154	Facsimile No. - N° de télécopieur 613-941-6154	E-mail address - Adresse courriel jacques.saumur@forces.gc.ca	Date 24 OCT 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) present? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non		<input checked="" type="checkbox"/> Yes / Oui	
16. Procurement Officer / Agents d'approvisionnement			
Name (print) - Nom (en lettres majuscules) Kin Choi	Title - Titre ADM (HE-CIV)	Signature <i>K. Choi</i>	
Telephone No. - N° de téléphone 613-941-6154	Facsimile No. - N° de télécopieur 613-941-6154	E-mail address - Adresse courriel kin.choi@forces.gc.ca	Date 24 OCT 2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules) Jacques Saumur	Title - Titre Contr. Sec. Div.	Signature <i>J. Saumur</i>	
Telephone No. - N° de téléphone 613-941-6154	Facsimile No. - N° de télécopieur 613-941-6154	E-mail address - Adresse courriel jacques.saumur@forces.gc.ca	Date 24 OCT 2017

Jacques Saumur
 Contract Security Officer
 Contracts Security Division / Division des contrats sécurité
 Contract Security Program / Programme de sécurité des contrats
 Public Services and Procurement Canada / Services publics et Approvisionnement Canada
 Jacques Saumur @ forces.gc.ca
 Telephone / Téléphone 613-941-1712
 Facsimile / Télécopieur 613-941-1712

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED

Canada



BLANK PAGE / PAGE BLANCHE



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

DND CONTRACTING
AUTHORITY/AUTORITÉ
CONTRACTANTE DU MND
Festus Abitoye
Team Lead, DIMCBM/ADM(IM)
National Defence Headquarters
101 Colonel By Drive
Ottawa ON
K1A 0K2

CONTRACT-CONTRAT

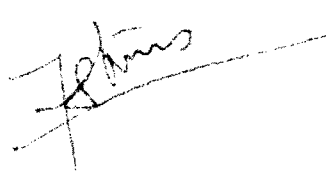
Canada accepts your bid to provide to
Canada the goods, services or both described in the
Contract in accordance with the conditions and at
the prices set out in the Contract.

Le Canada accepte votre soumission portant sur la
fourniture au Canada des biens, des services ou des
deux décrits dans le contrat conformément aux
conditions et aux prix prévus au contrat.

Name and Address of Contractor
Nom et adresse de l'entrepreneur


Authorized Signature

PBN:807820345PG0001
Acosys Consulting Services Inc
100 Alexis-Nihon Blvd. Suite 591
Montreal, QC H4M 2P1
(P) 514-744-9433 ext 112
(F) 514-744-6788
Att. David Acco

Title/Title Employee Relation Consultant		Contract Number: W3330-18-010-A1
Date of Contract - Date du contrat 30/10/17		
Client Reference No. (optional) - N° de référence du client (facultatif)		
Financial Code(s) - Code(s) financier(s) FR: 1204BN8011		
Destination See herein:		
Invoices - Original must be completed and sent to: Factures - La facture originale doit être remplie et envoyée à : Attn : Kerri Patrick Via email to: DND.ADMIMPcurement-ApprovisionnementSMAGLMDN@forces.gc.ca		
Address inquiries to: - Adresser toute demande de renseignements à : Kerri Patrick National Defence Headquarters 101 Colonel By Drive Ottawa ON K1A 0K2 Email: DND.ADMIMPcurement-ApprovisionnementSMAGLMDN@forces.gc.ca		
Telephone No. - N° de téléphone 613-960-9993	FAX No - N° de fax	
Total cost (including all applicable duty, GST/HST, shipping and excise taxes) Coût total (droits, TPS/TVH, frais de livraison et taxes d'accise compris) \$52,557.95		
For the Minister - Pour le Ministre 		



National Defence

Defense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

Remove Annex "C" in it's entirety and replace with the following:

ANNEX "C"

NON-DISCLOSURE AGREEMENT

I, Julie Lepage, recognize that in the course of my work as an employee or subcontractor of Acosys Consulting Services Inc. , I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. W3330-18-010 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and Acosys Consulting Services Inc. , including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: W3330-18-010.

Signature



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

W3330-18-010

The purpose of this amendment is to replace the named individual and change the end date.

Remove Section 4 in it's entirety and replace with the following:

4 Term of Contract

4.1 Period of the Contract

SACC Manual clause A9022C (2007-05-25) *Period of the Contract.*

The period of the Contract is from date of Contract to January 31, 2018 inclusive.

Remove section 7.1 in it's entirety and replace with the following

7.1 Basis of Payment

SACC Manual clause C0214C (2013-04-25) Basis of Payment – Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are *subject to exemption* and Applicable Taxes are extra.

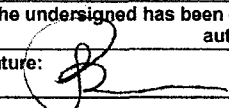
Category	Name (if applicable)	Firm Hourly Rate
Senior Employee Relation Consultant	Julie Lepage	

Total Estimated Cost: \$45,712.50

s.20(1)(b)

s.20(1)(c)

 Public Works and
Government Services Canada
Travaux publics et
Services gouvernementaux
Canada

Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / DGEAS/DAPI		Call Up No. - Commande N°. S1434051		Amendment No. - Modif. N°.	
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire	
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.	
Supplier - Fournisseur: Portage Personnel Inc. Oper. as - Nom d'opér: Portage Personnel Inc. 45 O'Connor Street, Suite 1150 Ottawa, Ontario - Ontario, K1P 1A4				Invoice Address - Address de facturation: ATTN: Maggie Wu DGEAS/DAPI 101 Colonel By Drive Ottawa ON K1A 0K2	
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/102/ZN Dept Resp. Centre - Centre de resp. du ministère: - Financial Code - Code financier: GL: 4817 CC: 6326ED FC: 6326EE FUND: C160 Consignee Code - Code du destinataire: 10X40 Paying Office Code - Code du bureau payeur: C160 Stream - Groupe: Professional Services - Services professionnels				Report To - Se rapporter à: Maggie Wu Location - Adresse: 1725 Woodward Drive Ottawa ON 613-960-9853	
Substream - Sous-groupe: Policy and Advisory Services - Politiques et services consultatifs				Security Level - Niveau de sécurité: Secret - Secret	
Classification - Classification: Program Administration - Administration des programmes				Language - Ex. linguistiques: Bilingual	
Level - Niveau: Advanced - avancé				Overtime Multiplier - Mult. temps supp: 0.0	
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire	
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total
2017-10-23	2018-9-21		.00		
Cost of Amendment (incl. GST) - Coût de la modification (TPS incl.)					
Total Est'd Cost (incl. GST) - Coût prévu total (TPS incl.)					
0.0 130599.75					
Reason For Call Up/Amendment - Motif de la commande/modification: There is a requirement for additional staff during a temporary workload increase					
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Laurson Riviere				Commit. No. - N°. d'eng.: -	
Customer dept. or agency use only - Motif - de la commande/modification: 48 weeks					
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSUOSSSTempHelp@forces.gc.ca Tel. No. - N° de tél.: CFSUOSSSTempHelp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-10-11 By - Par: Valerie Rivet With - Avec: Paul Gagnon	
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.					
Signature: 		Date: 11-10-17		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale	

s.19(1)
s.20(1)(b)
s.20(1)(c)



Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / ADM(IM) DAPI		Call Up No. - Commande N°. S1395757-2		Amendment No. - Modif. N°. 1	
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire	
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.	
Supplier - Fournisseur: IBISKA Telecom Inc. Oper. as - Nom d'opér: IBISKA 130 Albert Street, Suite 1500 Ottawa, Ontario - Ontario, K1P 5G4				Invoice Address - Address de facturation: ATTN: Diane Floccari DGEAS/DAPI 101 Colonel By Drive, Ottawa, ON K1A 0K2	
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/060/ZN Dept Resp. Centre - Centre de resp. du ministère: DAPI Financial Code - Code financier: GL:4817 CC:6326ED FC:6326EE FUND:C160 Consignee Code - Code du destinataire: 10x40 Paying Office Code - Code du bureau payeur: C160 Stream - Groupe: Technical Services - Services techniques Substream - Sous-groupe: -				Report To - Se rapporter à: Diane Floccari Location - Adresse: 1725 Woddware Drive Ottawa, ON 613-960-9788 Security Level - Niveau de sécurité: Secret - Secret	
Classification - Classification: Computer Application Support - Informatique, soutien aux applications Level - Niveau: Advanced - avancé				Language - Ex. linguistiques: Unilingual Overtime Multiplier - Mult. temps supp: 0.0	
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire	
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total
2017-10-2	2018-1-19		.00		
Cost of Amendment (incl. GST) - Coût de la modification (TPS incl.) 0.0					
Total Est'd Cost (incl. GST) - Coût prévu total (TPS incl.) 67376.25					
Reason For Call Up/Amendment - Motif de la commande/modification: REPLACEMENT for original resource New resource took over contract as of October 5, 2017.					
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Kosta Dujic				Commit. No. - N°. d'eng.: -	
Customer dept. or agency use only - Motif - de la commande/modification: 16 weeks					
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS Temp Help Tel. No. - N° de tél.: cfsuosstemp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-10-3 By - Par: Victoria Sirju With - Avec: Mirelle Gélinas	
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.					
Signature:		Date: 6/10/17		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale	

s.19(1)
s.20(1)(b)
s.20(1)(c)



Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / ADM(IM) DAPI		Call Up No. - Commande N°. S1395757-3		Amendment No. - Modif. N°. 1			
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire			
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.			
Supplier - Fournisseur: Dare Human Resources Corporation Oper. as - Nom d'opér: DARE HR 275 Slater Street, Suite 900 Ottawa, Ontario - Ontario, K1P 5H9				Invoice Address - Address de facturation: ATTN: Diane Floccari DGEAS/DAPI 101 Colonel By Drive, Ottawa, ON K1A 0K2			
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/042/ZN Dept Resp. Centre - Centre de resp. du ministère: DAPI Financial Code - Code financier: GL:4817 CC:6326ED FC:6326EE FUND:C160 Consignee Code - Code du destinataire: 10x40 Paying Office Code - Code du bureau payeur: C160 Stream - Groupe: Technical Services - Services techniques Substream - Sous-groupe: -				Report To - Se rapporter à: Diane Floccari Location - Adresse: 1725 Woddware Drive Ottawa, ON 613-960-9788			
Classification - Classification: Computer Application Support - Informatique, soutien aux applications Level - Niveau: Advanced - avancé				Security Level - Niveau de sécurité: Secret - Secret Language - Ex. linguistiques: Unilingual Overtime Multiplier - Mult. temps supp: 0.0			
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire		Cost of Amendment (incl. GST) - Coût de la modification (TPS incl.)	Total Est'd Cost (incl. GST) - Coût prévu total (TPS incl.)
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total		
2017-10-2	2018-1-19		.00			0.0	71825.62
Reason For Call Up/Amendment - Motif de la commande/modification: REPLACEMENT for original resource							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: James Gerard Finnie						Commit. No. - N°. d'eng.: -	
Customer dept. or agency use only - Motif - de la commande/modification: 16 weeks							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS Temp Help Tel. No. - N° de tél.: cfsuossstemp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-10-5 By - Par: Victoria Sirju With - Avec: Jocelyne Vitanza			
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.							
Signature:				Date: 10-10-17		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale	

s.20(1)(b)

s.20(1)(c)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / ADM(IM) DAPI		Call Up No. - Commande N°. S1395757-2		Amendment No. - Modif. N°.			
Call Up Against A Standing Offer For Temporary Help			Commande subséquente à une offre à commandes pour du personnel temporaire				
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.			Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.				
Supplier - Fournisseur: IBISKA Telecom Inc. Oper. as - Nom d'opér: IBISKA 130 Albert Street, Suite 1500 Ottawa, Ontario - Ontario, K1P 5G4			Invoice Address - Address de facturation: ATTN: Diane Floccari DGEAS/DAPI 101 Colonel By Drive, Ottawa, ON K1A 0K2				
Standing Offer Number - N°. d'offre à commandes: E60ZN-110002/060/ZN			Report To - Se rapporter à: Diane Floccari Location - Adresse: 1725 Wodware Drive Ottawa, ON 613-960-9788				
Dept Resp. Centre - Centre de resp. du ministère: DAPI			Security Level - Niveau de sécurité: Secret - Secret Language - Ex. linguistiques: Unilingual Overtime Multiplier - Mult. temps supp: 0.0				
Financial Code - Code financier: GL:4817 CC:6326ED FC:6326EE FUND:C160							
Consignee Code - Code du destinataire: 10x40							
Paying Office Code - Code du bureau payeur: C160							
Stream - Groupe: Technical Services - Services techniques							
Substream - Sous-groupe: -							
Classification - Classification: Computer Application Support - Informatique, soutien aux applications			Language - Ex. linguistiques: Unilingual				
Level - Niveau: Advanced - avancé			Overtime Multiplier - Mult. temps supp: 0.0				
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire		Cost of Amendment (incl. GST) - Coût de la modification (TPS incl.)	Total Est'd Cost (incl. GST) - Coût prévu total (TPS incl.)
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total		
2017-10-2	2018-1-19		.00			0.0	67376.25
Reason For Call Up/Amendment - Motif de la commande/modification: : There is a requirement for additional staff during a temporary workload increase as there is an insufficient number of public servants available to meet the requirement.							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Alexander Shlega					Commit. No. - N°. d'eng.: -		
Customer dept. or agency use only - Motif - de la commande/modification: 16 weeks							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSU(O) SSS Temp Help Tel. No. - N° de tél.: cfsuosstemp@forces.gc.ca				Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-9-26 By - Par: Victoria Sirju With - Avec: Mirelle Gélinas			
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.							
Signature: 		Date: 26-09-17		Dept. or Agency - Min. ou organisme: National Defence - Défense nationale			



Cust. Dept / Branch - Min. Client / Direction Générale National Defence - Défense nationale / DEABM		Call Up No. - Commande N°. S1443032		Amendment No. - Modif. N°.			
Call Up Against A Standing Offer For Temporary Help				Commande subséquente à une offre à commandes pour du personnel temporaire			
To the Supplier: - Your standing offer referred to below is hereby accepted. - You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. - You shall supply only the services included in the standing offer against the call-up. - Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.				Au fournisseur: - Votre offre à commande mentionnée ci-dessous est par la présente acceptée. - Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. - Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. - Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-dessous. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.			
Supplier - Fournisseur: Brican Personnel Inc. Oper. as - Nom d'opér: SPI Consultants 880 Taylor Creek Drive Orleans, Ontario - Ontario, k4A 0Z9				Invoice Address - Address de facturation: ATTN: ADM(IM) DGEAS/DEABM 101 Colonel By Drive Ottawa ON K1A 0K2			
Standing Offer Number - N° d'offre à commandes: E60ZN-110002/010/ZN Dept Resp. Centre - Centre de resp. du ministère: - Financial Code - Code financier: GL: 4817 CC: 6326HJ FUND: L101 FC: 6326FH Com: D6326HJ019 Line 1 Consignee Code - Code du destinataire: 10X40 Paying Office Code - Code du bureau payeur: L101 Stream - Groupe: Professional Services - Services professionnels Substream - Sous-groupe: Human Resources Management - Gestion des ressources humaines Classification - Classification: Human Resources - Staffing - Ressources humaines, dotation Level - Niveau: Senior - supérieur				Report To - Se rapporter à: Vicki Kohse Location - Adresse: 1725 Woodward Ave Ottawa, ON 613-960-9917 Security Level - Niveau de sécurité: Enhanced Reliability - Approfondi Language - Ex. linguistiques: Bilingual Overtime Multiplier - Mult. temps supp: 0.0			
Period of Assignment - Périod d'affectation		Total (hours - heures)		Hourly Rate - Taux horaire		Cost of Amendment (incl. GST) - Coût de la modification (TPS incl.)	Total Est'd Cost (incl. GST) - Coût prévu total (TPS incl.)
From - De	To - A	Reg. - Rég.	O.T. - Supp.	Basic - De base	Total		
2017-10-30	2018-4-13		.00			0.0	49413.49
Reason For Call Up/Amendment - Motif de la commande/modification: There is a requirement for additional staff during a temporary workload increase							
Temp. Help Employee Name - Nom de l'employé d'aide temporaire: Raby Camara					Commit. No. - N° d'eng.: -		
Customer dept. or agency use only - Motif - de la commande/modification: 24 Weeks							
For additional information contact - Pour de plus amples renseignements, s'adresser à: Name - Nom: CFSUOSSSTempHelp@forces.gc.ca Tel. No. - N° de tél.: CFSUOSSSTempHelp@forces.gc.ca					Confirmation of tel. order placed on - Confirmation de la commande tél. du: 2017-10-27 By - Par: Valerie Rivet With - Avec: Amelie Weir		
The undersigned has been officially authorized to sign callups against standing offers. / Le soussigné a été officiellement autorisé à signer les commandes subséquentes aux offres à commandes.							
Signature:			Date:	Dept. or Agency - Min. ou organisme: National Defence - Défense nationale			